

## Guidelines for Presentations

The aim of a presentation – in this course – is

- to make your fellow students familiar with a text, they don't have read
- to train and assess your ability to prepare and deliver talks in English

Requirements:

- A presentation or a final essay is necessary to pass the course
- A presentation for this course should last around 10 minutes (not much longer!)
- If you would like to make a power point presentation (which is not required!) or use the internet, let me know before, so that I can organize the keys for the computer; please put the presentation on a USB stick; make sure that you arrive five minutes before the class starts, so that we can deal with technical problems beforehand
- You should always connect the presentation to the text(s) all students were required to read for class
- Use empirical examples to explain abstract concept and ideas
- If you want to make a presentation, check the PDF version of the syllabus in IS to find out which texts are still available, then pick a free one and send me an e-mail so that I can mark the text as "reserved"

Recommendations:

- If you want to make a presentation, pick your text early; if there are no spots for presentations left, you have to write a final essay
- Don't hesitate to pick an early presentation; it is a common misconception among students that you will have more time for preparation if you choose a later one; get rid of it early, because the end of the semester is often packed with other obligations
- Practice your presentation at least once (ideally with audience, but it also works without), particularly if you are not sure how much time it will take
- Make up your mind before which parts you could skip in case the presentation takes more time than you expected
- Try to keep eye contact with your audience (and not only with the teacher!), particularly if you read your presentation (or parts of it)
- If you are using power point for your presentation, please make sure that you don't overload the slides: try to use bullets and avoid full sentences (not more than 4-6 bullets per slide); you can include important quotes from the text, but avoid huge blocks of text at all cost (people should be able to read them in a few seconds)
- You don't have the time to discuss everything that is mentioned in the text(s); please focus on the general argument of the text(s) and elaborate only those points which you think are the most interesting for our discussion
- Keep in mind that the audience has not read the text(s) you are talking about