

# INSTRUCTIONS FOR DELIVERING PRESENTATIONS

When preparing your presentations, please follow the “**golden rules**” of effective presentations: “How to Give an Academic Talk” – uploaded in IS.

It is necessary not to miss class when your presentation is due. Missing the class on the due date without providing serious reasons will result in failing the course...

## **LENGTH:**

- around **15** minutes per person

## **FORMAT:**

- **interactive** presentation with questions and answers
- discussion, **tasks** and **activities** for the audience
- compulsory **handout** for the audience

## **EXTENT:**

- ideally **2 chapters** from assigned books

## **METHOD:**

- do **not** read! (some notes are OK)
- include **specific examples** of analysis from the reading
- prepare **handouts** for your classmates with tasks/activities (they will take notes on them – length: 1 page)
- prepare **questions** for discussion
- speak slowly with good pronunciation
- remember: eye contact, body language, speak up so that everybody can hear you
- structure your presentation (introduction, main part, conclusion = take-home message)

## **TASK FOR THE AUDIENCE:**

- make **notes** on the handouts while listening to the presentations
- ask questions afterwards