

## Guidelines for Presentations

- In order to catch the attention and interest of your audience it is essential to present your topic in a **free speech**.
- It is usually helpful to have some notes to refer to. It depends on your personal style how detailed they are. A structured list of **key points** and related arguments which are fleshed out and explained during the presentation usually delivers good results.
- **Handouts** are usually a good way of providing your audience with basic information and the structure of your presentation. Structural elements such as bullet points, sequential numbers etc., are advisable.
- Give a short **bibliography** of the sources used at the end of the handout so that one can read up on presentation materials afterwards.
- Additional materials such as overhead foils, blackboard or **Power Point** can be used, but should not be overemphasized. The presenter and the contents must remain the dominant elements of the presentation. This is particularly important when using **videos**. They must not replace your presentation!
- Usually it works well, if you **stand up** and present in front of the class.
- **10-15 minutes** are a good timeframe for the presentation, but the most important thing is that it is a coherent presentation, even if it is shorter or longer.

Clearly all the above points are no strict rules. Feel free to **experiment** and find your own way to put your arguments across in the most convincing way.

The most important criterion for grading will be the **effort** and the attempt to give a good presentation. Clear presentation of **contents** and the **attention of class** normally result from this effort and will, therefore, form the basis of the evaluation.