

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.
- 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.