

Rules for presentations

- Make sure you understand what you are saying; otherwise, no-one will.
- Look at the audience.
- Do not read out a pre-formulated text.
- Speak slowly, clearly and loud enough, so that the audience can follow you.
- Use intonation and pauses to emphasize important aspects.
- Use examples and comparisons to make your presentation more concrete (but never refer to more than 2 examples for one phenomenon).
- Use different media (e.g. blackboard, transparencies, Powerpoint).
- The font used in transparencies should be large enough for the people in the back row to be able to read the text.
- Your handout must not exceed 4 (!) pages.
- The structure of the presentation and the handout should be identical.
- Example words and sentences on the handout should be in italics, so that they can be distinguished from the explanatory text.
- Do not forget to include your references at the end of the handout, so that it is clear where the information comes from.
- Only make copies of the handout after you have worked on my feedback.