

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 absolutely 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... Sorry.

Length: 10-15 minutes per person (including questions and answers, discussion, tasks/activities for the audience on a handout)

Extent: 1-2 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 during each presentation:

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