

# **INSTRUCTIONS FOR DELIVERING PRESENTATIONS**

When preparing your presentations, please follow the “golden rules” of effective presentations: “Presentations and Public Speaking in English” – 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, possible task for the audience)

**Extent:** 1 chapter of a specific book

**Method:**

- do not read! (some notes are OK)
- include specific examples of analysis from the reading
- if you think it'd be useful, prepare handouts for your classmates
- prepare possible 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)

**Task for the audience during each presentation:**

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