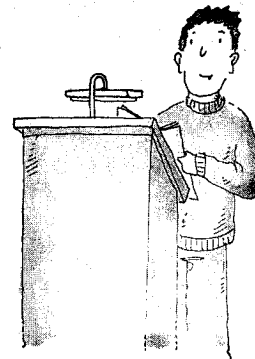


## M 4 Some rules for and thoughts about presentations

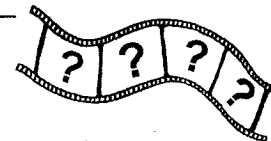
*Presentations can only be successful if both the presenters and the audience benefit from them. The process of preparing your presentation should teach you a lot about the topic at hand. Your aim is to present the knowledge you gained in a way that the audience can follow and understand you without serious problems. If at the end of the day both have learned something useful, your presentation project has achieved its objective.*



### 1. Presenters

**These are the things you need to take into account while preparing your presentation:**

- a) Which information do you want to give, which do you have to give and which information can you leave out?
- b) Always prepare a vocabulary list and worksheet with some tasks for the listeners.
- c) Structure your presentation properly: introduction, main part, conclusion. You might want to start your introduction by telling the audience a little story or anecdote related to your topic to catch their interest.
- a) Don't exceed the time limit (35/60 minutes!).
- c) Think about your audience!
- d) How can you involve them in the presentation?
- g) Do not read your presentation: Try to present it by using some notes only.
- h) Always speak loudly, slowly and clearly!



### 2. Audience

**These are the things which you have to observe constantly during a presentation:**

- a) Presentation: Is it well organized? (Introduction; main part/s; clearly defined parts?)
- b) Is the line of thought clear? (Can you follow the line of argumentation?)
- c) What are the main points?
- d) Was the most important information given?
- e) Did the presenter think about his/her audience?
- f) Does he/she involve the audience directly?
- g) Do you have got any questions? (Are there things which you could ask to make the topic clearer for you/the others?)
- h) Positive and negative aspects of presentation (never personal, always matter of fact!)
- i) If the presenter speaks too fast/not clearly enough: tell him or her!

