



Steps for a presentation

I. Reading:

A presentation is usually based on given basic literature. The literature should be read and excerpted very thoroughly:

- Mark key terms/important points
- Write out and look up unfamiliar technical terms
- Divide the text into sections and provide them with headings
- Summarise sections in your own words
- Reconstruct the structure of the argument

II. research further literature:

In order to understand the background, it is important not only to deal with one article, but also to read a variety of articles on the topic.

III. Further preparation:

After the research, it is now time to draft the text of the presentation. Especially at the beginning of your studies, it is worth formulating the entire text so that you don't have to search for words later on.

About the structure:

Introduction: A presentation begins with an introductory section in which the topic is introduced and an overview of the presentation is given. To grab the students' attention, it is good to work with a 'hook'. Cartoons, pictures, a short YouTube film or similar are suitable for this. It is important that this is related to the topic and is short.

Main part: After the introduction, the topic is presented in detail.

Conclusion: For the subsequent discussion, it is good to summarise the main results of the presentation once again.

Discussion: It is often planned to discuss the topic presented in the seminar. It is helpful to think of a few specific questions so that you are not faced with 'silent' students.





IV. Planning the presentation:

- Search for a “catchy hook” / introduction and create visualisations (slides, PPT presentation)
- Write a handout (if required)
- Write keywords or half sentences from the pre-formulated presentation text on index cards so that you can present freely. Nothing is more boring and incomprehensible than a read-out presentation!
- Practise speaking freely in front of the mirror. Time yourself so that the presentation is not too long/short.
- Find out what media is available. Organise missing items in good time.

Final tips:

When preparing and planning your presentation, remember that you are informing your fellow students about an important and interesting topic. Think about how you can make the presentation as appealing as possible and what prior knowledge the audience has. Technical terms may need to be explained or background information provided.

