

Presentation Guidelines

The presentations should be 10 minutes long with approximately 3 minutes for discussion/questions for a total of 13 minutes for each presentation. *I will let you know when you have 5 and 1 minutes left.*

Giving a successful presentation in such a short time is a challenge even for experienced speakers, so here are some suggestions that may help.

- **Know ahead of time exactly what you are going to say.** You should consider writing out in advance what you are planning to say, not to memorize it, but to work it all out, particularly hard-to-understand concepts in which the right wording may be crucial for understanding.
- **Have a plotline.** Have a specific concrete point you are trying to make and open by making that point clear. Many times it helps to give the audience a roadmap to the structure of your talk, or plan of how you are going to make that point. At the end, you should come full circle back to the initial point but now with the knowledge gained through the talk.
- **Use visual aids.** The use of PowerPoint is strongly encouraged. If you do not have experience with PowerPoint, I'd be happy to help you out with it. Given the time constraints, if you're planning to use PowerPoint you should try to send the file to me in advance, to avoid wasting time switching computers.
- **Practice, practice, practice.** Try to run your presentation on someone who is not an expert on what you are talking about. They will be able to spot places in which you need to go more into detail, or in which you went into too much detail. A fresh perspective always helps.

Finally, these presentations are meant to be informal. Although I expect you to work hard on preparing the presentations, the point of that work is to make your presentation as clear as possible so everyone can benefit from it, not for you to "show off". It is better to leave technical details out (and perhaps discuss them during the questions period), than to overwhelm your audience with your mastery of the topic. You do **not** have to include every technical detail that you included in your paper, however, you should enjoy your whole plotline.

Your presentation is worth 10 points of your final paper grade, and will be graded on the following criteria:

- (3 pts) Organization – Your presentation should have a clear structure, with an introduction, conclusions and supporting materials that follow a plotline and make a point.
- (3 pts) Clarity – The content matter should be presented in a clear, understandable, accessible way. Visual aids and a good organization can help make the material more clear.
- (3 pts) Content – Your presentation should include both a "review" of relevant literature on your topic and an extension of what has been done on it, looking at it from a different perspective or integrating two positions or subjects that have not been put together before.
- (1 pts) Visual Aids – Visual aids should help make the material clearer and look pleasant and professional.

A portion of your *participation* grade will come from the comments and evaluation you'll make of each of your classmates (more on this later).