

HOW TO GIVE A SUCCESSFUL PRESENTATION IN CLASS

Formal Aspects:

- The presentation should not exceed 45 minutes, including the discussion
- Provide a handout for the class
- Start with presenting the structure of your presentation; that makes it easier for the class to follow your thoughts and arguments
- Introduce your audience to the topic of your presentation and give an overview of the material you use (texts, primary sources, websites, etc.)
- Main part: discuss the main ideas and key topics in the relevant literature, provide the class with the most important aspects of your topic
- Wrap-up: make a conclusive statement, prepare questions for the ensuing discussion (here, it has proven productive to give the class some questions to chew on *before* you start with your presentation, i.e. aspects they should keep in mind/focus on. You will then have more attentive and focused listeners)

Content:

- What are the key concepts?
- Do you need to elaborate on certain terms?
- What are the key statements of the author?
- Does the author have a thesis? Can you describe it in your own words?
- Are you convinced by the theses/arguments made in the text? What is your position?

Presentation in Class:

- Time management, keep an eye on the time!
- What do you need for your presentation? Laptop/projector/Sound?
- Use your handout as a reference point during your presentation, let the class know which aspect you are discussing to help them follow („I will now come to my second part...“)
- Pause and ask the class if they have questions, if you need to clarify something

The Handout:

- 1-2 pages, including your name, title of the seminar, topic of the session and your presentation, date etc.
- The handout should have the same structure as your presentation
- Use bullet points, do not write short essays
- You may want to add short passages/quotes from the text that you consider crucial for the overall argument
- Provide the class with a short bibliography, 2-5 titles relevant to your topic suffice (these can be monographs, anthologies, articles, websites (if you cite a website, make sure it is a trustworthy one!) etc.)