

## 8. Criteria for giving presentations / presenting project work

The following criteria primarily apply to PowerPoint presentations, but with minor alterations they can also be used for talks and formal speeches and be enhanced by overhead transparencies or other visual material. They are applicable to group presentations as well as to talks given by individual students.

### ***Planning and putting together your presentation / your talk on your project work:***

Make sure you understand the task. Do not hesitate to ask your classmates or your teacher.

### ***Preparation of the talk:***

- Structure your presentation clearly (introduction, main part, conclusion/summary/outlook/open questions), and present this structure at the beginning of your presentation.
- Think of a catchy beginning/teaser to attract your audience's attention, e.g. an anecdote, a thought-provoking question, quote or picture. You might also state why the topic you have chosen is of so much interest to you and/or of relevance to your audience.
- Use striking facts to keep your audience interested and give good examples to illustrate your points.
- Stick to the topic/key question(s) of your presentation.
- In case of a group presentation, make sure that everybody has contributed equally to it and that this also shows in your presentation. Support each other and act as a team.
- Consider how much time you want to allot to each point and ensure you stay within the time allowed, including questions that might be asked at the end.
- Decide on how to provide yourselves with prompts (keywords, cards).
- Rehearse your presentation/speech before you give it, e.g. in front of friends, family, or a mirror. Do not memorize whole sentences.
- Make sure you can pronounce difficult words correctly. If you use online dictionaries such as *leo.org* or *macmillandictionary.com*, you can listen to the pronunciation.
- Anticipate questions you may be asked at the end of your presentation and prepare a response.

### ***Visual aids:***

- Decide on the kind of visual aids most suitable for your topic and material.
- In the course of your preparation, keep in mind that you have to collect visual material suitable for illustrating your results in your presentation.
- Consider carefully why you have chosen certain visual aids (photos, film clips, graphs, etc) and what purpose they serve in your presentation; use your visuals sparingly.

### ***PPP and OHP***

- Layout your slides/transparencies clearly and carefully: Use a large font (at least 32 point size); leave sufficient margins on all four sides; in particular at the bottom so that everything can also be seen from the back of the room.
- Do not overload your slides/transparencies with too much information. Use headings, keywords or phrases instead of sentences; make sure they are clear and easy to understand and proofread them for spelling errors.
- If you need a slide more than once, avoid having to go back. Reproduce it at the place where you need it.

### ***Technical preparation:***

- On the day before the presentation check that all technical equipment is working.
- Prepare a backup (e.g. overhead projector/transparencies, a second notebook) in case the technical equipment is not working on the day of your presentation.
- Bring all the material you need on the day of the presentation; consider using a remote control device to avoid standing next to the computer.
- Clean chalkboards, whiteboards etc, even if you do not intend to use them.

### ***Giving your presentation / presenting your project work:***

- Only start your presentation when everybody is quiet. Pause when listeners are talking.
- Look at the audience and make eye contact.
- Speak clearly, slowly, loudly, fluently and freely (however, you may use index cards as cues if necessary).
  - Do not read out from the slides/transparencies or your cue cards. Use the information on them as support to keep you focused on the structure of your presentation.
  - Take your time: Pause in the right places, give your audience enough time to look at the slides/transparencies/visual aids and to ask questions at the end of the presentation.
- Do not stand in front of the screen. Use a pointer or a pen if you want to show something on the screen.

### ***Reflecting on your work:***

After the presentation think about your strengths and weaknesses and what you would do better next time (cf. assessing one's own work and that of others).

### ***Handout***

If you do not use PowerPoint or transparencies or do not want your audience to take notes, prepare a handout which you can pass out before or after the presentation. (In the latter case tell your audience beforehand that they will get a handout.)

### ***Consider the following aspects:***

- Write your school name, subject/course, your name(s), the date and title at the top. If necessary also include the occasion for the presentation.
- Do not include too much information and make sure your handout relates to what is said in the presentation.
- As a rule of a thumb: The handout should not exceed two pages in at least font size 10 for a twenty-minute presentation unless you need to present additional information / relevant data.
- Structure it clearly and logically so that it is easy to read. Avoid long texts, using e.g. bullet points and keywords instead. Distinguish between main points and supporting points.
- Consider whether you want to leave room for notes.
- Make sure your handout is legible and visually attractive.
- Cite your sources and include a bibliography of works quoted at the end.
- Proofread your handout.
- Staple and punch holes in your handout and make sure you have enough copies for everybody.

## 8.1 Self-assessment grid: giving presentations / presenting project work

You can use this self-assessment grid to evaluate your own contribution individually or your work as a group. While checking your progress and work, answer the questions below and tick:

☺☺ - well done   ☺☹ - pretty good   ☹☹ - OK, but needs some improvement   ☹☹ - needs improvement

<i>Criteria</i>	<i>Date:</i>				<i>Date:</i>				<i>Date:</i>			
	☺☺	☺☹	☹☹	☹☹	☺☺	☺☹	☹☹	☹☹	☺☺	☺☹	☹☹	☹☹
	☺☺	☺☹	☹☹	☹☹	☺☺	☺☹	☹☹	☹☹	☺☺	☺☹	☹☹	☹☹
<b>Preparation of the talk</b>												
I/We have structured my/our presentation using an introduction, a main part, a conclusion/ summary/outlook/ open questions.												
I/We have thought of ways to attract and keep the audience's attention.												
I/We have remained focused on our topic/key questions.												
I/We have made sure we will stay within our time limit.												
I/We have prepared prompts.												
I/We have rehearsed the presentation thoroughly.												
I/We have checked the pronunciation of difficult words.												
I/We have thought of questions that could be asked by the audience and am/are prepared to answer them.												
I/We have chosen suitable visuals/activities for the topic and considered the function I/we want them to serve.												
The layout of my/our slides is clear and well-structured and there are no spelling errors.												
I/We have checked the room and the technical equipment and thought of a backup.												

<b>Presentation</b>				
I/We spoke clearly, slowly, loudly and freely and made eye contact with the audience.				
I/We remained focused on the structure of the presentation.				
I/We did not rush through my part/ our parts.				
The audience could see all the visuals and had enough time to look at them				
<b>Handout</b>				
I/We have checked that we have met the formal requirements (e.g. name(s), date, title).				
The handout is well-structured, legible, visually attractive and easy to read				
I/We have made sure that I/we have included only information necessary for understanding the talk.				
I/We have cited the sources.				
I/We have proofread the handout.				
<b>Feedback and assessment</b>				
We have talked about the strengths and weaknesses of the presentation and what should be done differently next time.				