

HINTS AND REQUIREMENTS FOR THE PRESENTATIONS

Requirements:

- You are to give a presentation on the subject you drew.
- If you fail to do so without a serious reason on the given date you will receive the mark 00 (“printer problems” is no excuse!)
- If you cannot give the presentation on the date given, say so three days in advance, otherwise you will be given the mark 00
- You have to distribute a handout¹ among the audience, which you hand in to the teacher at least TWO DAYS BEFORE the presentation (it will be copied for you). Failure to do so will lower your mark. (You can also send it to schul.post@yahoo.de)
- The time to hold your presentation: 7-15 min
- If you need extra material or gadgets, say so at least the day before
- Remember that your presentation can be part of the next interrogation/pop quiz

Hints:

- Be sure that you hit and stick to the topic!
- Make your intro interesting using e.g. a picture, sound, song, film extract, quotation, thing, question to the audience, acting, etc
- Structure your presentation well and let the audience “see” this structure
- Distribute the handout after your presentation
- Also think of “presenting yourself” when giving it!
- Practice your presentation at home / in front of others
- Do not use words of which you do not know the meaning! You might have to explain them...
- Explain technical terms you use in your own words
- Eliminate ALL spelling/vocab/grammar mistakes in your handout or your PowerPoint-presentation BEFORE you give it

¹ The handout should include your name, the topic, the date of the presentation, in which course you hold it, the most important pieces of information in keywords, some illustration(s) and the list of references (for further information see www.theli.de => 3. Facharbeit) for the books and websites you used!

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