

Instructions for Presentations

Please follow some instructions for the oral presentations of your term paper:

A. For Speakers

During the Talk (after having been presented by the chairperson):

1. Start with thanking the chairperson. Do not start with “Hello everybody.”—“Good morning/afternoon” is okay.
2. Do not say who you are (this is the chairperson’s task)
3. Speak slowly and pronounce well; be careful to breathe regularly.
4. Be clear and not hectic: take your time.
5. Sit upright and try to face the audience; try to keep eye contact with the audience.
6. Do not hide behind the laptop.
- 7. Do not speak about or describe works of art/buildings, the audience cannot see.**
- 8. Do not show slides, you do not explain.**
- 9. Do not turn around and speak to the wall, where the slides are projected.**
10. If you want to indicate something on a slide,
 - a. Use the computer/cursor and show in the ppt, or:
 - b. Explain the problem, turn to the wall (do not speak in that moment) and turn to the audience again continuing your talk.
 - c. Best will be to sit diagonally in order to have a view to the audience and the wall at the same time.
- 11. Your speech has to be fluent. If you are not able to speak freely, prepare a manuscript. Most professionals do that today.**
- 12. Especially, introduction and conclusion have to be well formulated.**
13. Stress the most important aspects with your voice.
14. No chewing gum or eating while speaking; you may prepare some water for your throat.
15. Do not giggle, because you are nervous; be serious, calm and friendly to the audience.
16. Do not allow questions during your talk.
17. Do not ask questions to the audience.

Time Calculation:

100 words = c. 1 minute

For PPTs:

18. Prepare high quality pictures.
19. Be careful to have the right proportions of the slides (enlarge only diagonally).
20. Do not show too many pictures on one slide (not more than two for juxtaposition).
21. Show the pictures as large as possible.
22. Do not show too many slides in one ppt.
23. **Do not write too much text on the slides, and, especially,**
24. **Never write on the slides what you are saying in your presentation!**
25. Do not write on the pictures.
26. Captions with basic information are okay. Be careful that they are readable (minimum font size 18 pt)
27. Show your outline of the talk at the beginning and comment it.

During the Q & A Section:

28. If there are too many questions in the Q & A section, write down some key words, in order not to forget the questions.
29. Prepare a sheet of paper or writing pad for quick notes.
30. If you did not get the point of a question or you forgot its content, you may ask the discussant, if he/she could repeat the question.
31. Wait until the discussant has framed the question. **Never interrupt the other!**

B. For Chairpersons

Before the Talk:

1. Greetings: audience and speaker
2. Introduce the speaker shortly: from which university, study progress (freshman, Master/PhD student, auditor), main fields of interest/specialization (if the student is advanced)
3. Introduce the topic **shortly**:

- a. What is the importance/what are the main features of the speaker's topic?
- b. Important: How is the speaker's topic related to and connected with the overall theme of the course?**
- c. Other specialties.

Please note: Do not enter into competition with the speaker. That means: Do not bring facts about the speaker's topic! (No historical introduction, other important facts, etc., which the speaker afterwards has to repeat)

After the Talk:

4. Thank the speaker (a short comment about the speech is allowed, if positive)
5. Open the discussion.
6. Always keep an eye on the audience in order to see, when someone wants to say something.
7. If there is more than one person to signal readiness for saying something, make a list and call discussants according to this list (address discussants with their name, if possible).
8. If there are no first question immediately after the end of the talk, the discussant should ask one. This has to be prepared in advance.

After the Discussion:

Thank the speaker and the discussants for their contributions, as well as the audience for the interest.

C. For the Audience

1. Arrive in time
2. Be as quiet as possible during the talk.
- 3. Switch off your cellphone (no vibration mode!) and computer.**
- 4. Prepare the subject matter in advance.**
5. During discussion: Raise your hand, when you have a question to ask or a statement to make.
6. Do not interrupt the speaker.