

The Presentation

The presentation will be a brief summary of your findings. Given the restricted seminar time, you will only have 6-7 minutes to give your presentation (if you finish early, you may be asked questions by your seminar leader). The **presentation assessment form** is now available online on the course materials page. Take a look at it so you know how you're being assessed.

You will have attended a workshop on presentations, but here are a few points to consider:

Planning, organisation and structure:

- You should plan the structure and content of your presentation before working on the slides. It might even help if you practice the presentation before building your slides. The slides are there to support the presentation and enhance the experience of those listening.
- Identify your main point and state it succinctly upfront.
- Make sure you have an argument. And make sure the focus is on *your own argument*. Don't spend too long describing other peoples' arguments.
- Within your overall argument, it should be clear what the main claims are.
- Make sure your presentation has a structure (i.e. is there a beginning, middle and end?)
- Make sure you have a good conclusion. It helps to repeat your main point and summarise your findings.

Delivery:

- Note: the arguments should be presented in an engaging way. It is the presentation (i.e. the arguments and the way in which you make them) which is being assessed, not your personality. This is not a charisma contest. Don't worry if you're nervous and make a mistake – these things won't count against you (besides, any mistakes will probably be more noticeable to you than anyone else).
- That said, you will be assessed on whether you have given the presentation in a clear and enthusiastic manner. And make sure you speak clearly and don't rush.
- Keep practicing the presentation and time yourself. The assessors will have to keep very strict time and, if they have to, will stop you mid-presentation after 7 minutes. Time-keeping is one of the things you will be assessed on.
- Don't overload your PowerPoint or Prezi with too much information. The visuals should complement your presentation (rather than the other way round). When adding text to slides, less is more. A poor presentation is one in which you are simply reading out the slides.
- By contrast, too little information on the slides will not be useful.

- Is it pitched at an appropriate level? (Is the presenter assuming too much knowledge of his audience or explaining the most basic things?) Although you will be presenting in front of your peers, you should assume that your audience is not academic and has not attended the same lectures or read the same texts.

Content:

- You need to show an awareness of the way in which this topic is debated. What are the questions asked and problems raised in relation to this topic? You will get a good idea of this from your research.
- Is it clear, by the end of your presentation, what the main discussion points are?