

Presentation No. 1 – some advise

Your talk should be about 15 minutes long, with questions and discussion to follow this.

Practice your talk out loud, standing alone in a room or with friends. As this is a group presentation, it is better that every group member is heard although it is up to you to decide for how long.

Record it on a tape recorder (or video) and listen (or watch) yourself. This helps to work out kinks. Time your talk as you practice.

Be careful about talking too fast.

While it is not required, presenters often make PowerPoint slides for their talk. I can get an overhead computer monitor to display them.

Email me a copy of the files you presented (MS Word, or PowerPoint, or HTML). I should have it by noon the day when your presentation is scheduled. I will post it on the class web site. You will not receive a grade until you do this.

Suggested Outline for presentation

Introduction.

a) What is this talk about?

b) Why does it matter to us? What applications does it have or might have?

c) What will you cover? (show a short outline of the talk)

References. What did you read or study? Where did you find it?

Main topic. Teach us about this subject in some depth. This is the longest part of the talk.

Analysis. What do other experts think about this? What do you think and why?

Grading of presentation

Your grade will be based on:

Presentation. The visual aids should be easy to read and you should speak slowly and clearly. Your appearance and manner count here.

Organization. The talk should move in a logical sequence and be easy to follow.

Content / depth -- The right amount of material. If you try to say too much, you will run long or be rushing. If you say too little, you won't use the available time. Some of us know the broad outlines of these topics already. Give us some technical insight. Examples are very helpful in explaining new topics.

Analysis -- Show that you thought about this topic and bring your own ideas to the talk. References -- A variety of sources. Show that you did some research in the library or Internet.

Reviewing of presentation

Presentation will be immediately followed by the review. The review should be conducted by the next group (meaning that group B's presentation will be performed by group C, group C by group D, etc. and group H by B). The review may last 3-5 minutes. The reviewing group should prepare themselves for the job. It means that they should study this topic beforehand also. The review will give you a part of your presentation grade.

The main points to talk about:

What was missing?

What did you like?

What did you not like?

What would you do differently?

What do you think about problems and their explanation?

Was it generally interesting? Effective for your learning of the topic?

Every member of the reviewing group should have to fill out the review form ([available on the course website](#)) and give it to me also.