

- Your presentation should not exceed 20 minutes. Stick to time!
- Only use Power Point when necessary and beneficial
- Give an introduction of yourself and the topic of your presentation
- Include a summary and a transition for each part of your presentation
- Signposting
 - Signpost the transition from speaker 1 to speaker 2, and also signal transitions within the presentation of one speaker;
 - Signpost quotations, images, charts, maps etc. while presenting; explain the material you have employed and the cause of your use
- Make explicit points, particularly main points
- Avoid ambiguity; pose critical and clear questions that relate to your presentation
- Encourage more voices/ engage the audience by
 - raising discussion questions
 - incorporating a short break (2-5 minutes) after your presentation in order to grant your fellow students time to ponder over your presentation/ questions
 - appealing to your fellow students to communicate and contribute
- Possible strategy: Form small groups and provide material (e.g. quotations or images) on a handout that elicits and evokes response. Ask explicit questions that facilitate communication. After the intra-group exchange, an inter-group or plenary discussion might ensue.
- Indicate openness and make your topic accessible (e.g. by providing bibliographical data)
- Create a handout including a thesis statement, quotations and bibliographical reference
- Choose a location that is conducive to your paper; the Landhaus Rothenberge offers both formal and informal settings (e.g. seminar rooms/ familiar spaces)