

Recommendations for preparing an Oral Presentations (*Studienleistung*)

Oral presentations serve to convey certain knowledge content, which was previously worked out independently and based on a text, to other students. In essence, it is therefore a matter of imparting and preparing knowledge within a certain time frame. Since the presentation of certain topics is not only relevant within the university, but also, for example, at conferences, the practice of presentation is of particular importance.

As a *Studienleistung* in my seminars, an oral presentation book review consists of a (Power Point) presentation and a handout (1-2 pages long), each containing all the necessary information about the author etc. (see below).

These guidelines are intended to help you prepare and conduct oral presentations as a *Studienleistung*. In my courses I prefer short input presentations on the texts to be read in the seminar. Please register early for a presentation and clarify the main focus with me beforehand. First, read the text(s) carefully and contact me and/or my assistants early enough if you have any questions about the content. Input presentations should not exceed a maximum (!) duration of 15 minutes (25 minutes if more than 1 speaker).

Components of an Oral Presentation

1. A brief introduction to the text (including information about the author)
This involves naming the source, type of publication (journal, excerpt from monograph, etc.) and an assessment of the contribution as a scientific text;
2. A presentation of the question dealt with in the text and the procedure for dealing with it;
It is about leading to the topic and the question as well as about an independent structuring of the text. This serves above all to refer to topics already dealt with and to place one's own topic in the context of the seminar;
3. A presentation of the most important topic-related statements or results of the text and
4. highlighting open questions or formulating one's own questions for the discussion.

(Power-Point) presentation

- The basis is to prepare a presentation;
- Choose a number of slides appropriate to the time (15 minutes means approx. 5-8 content slides)
- The title page should contain the following information: Name of student, department, study semester, course, name of lecturer, session title, date of presentation;
- Bibliographic reference(s) to the literature used;
- In general, references to concrete text passages with page details are mandatory;
- Summary at the end of the presentation or, if applicable, at the end of a section;

Notes for speakers

- Understandable language and speaking freely is desirable;
- Explain technical terms/foreign words;
- Insert small pauses for thought and pauses in speech (to clarify the structure);
- Lively and varied design and use of different media is desirable;

- Slides, (if necessary, panel painting) and handout should be clearly arranged;
- Involve fellow students and address them directly (eye contact);
- Answer interposed questions competently;
- Encourage discussion and allow time for discussion/reaction/response;
- Competent discussion leadership;
- Provide information on (further) sources of information (e.g. literature, Internet);

Handout

A handout of a maximum of 2 pages with all important information on the text, a summary of the central statements or results of the text as well as, if applicable, open questions for a discussion are also part of the *Studienleistung*. Use complete sentences instead of bullets! These must be submitted by e-mail – to parreira@uni-muenster.de – **at least one week before the presentation.**

Please attach the following information on the handout:

Document header: Name of student, department, study semester, course, name of lecturer, session title and date as well as bibliographic information of the presented text.

Example:

WWU Münster, Department of Educational Sciences – Summer Term 2021

Seminar: Understanding International and Comparative Education through Films – Session on May 5, 2021

Lecturer: Prof. Dr. Marcelo Parreira do Amaral

Student: Student's name

Input presentation on the text:

Phillips, David & Schweisfurth, Michele (2014): Comparative Education: Method. In Phillips, David & Schweisfurth, Michele (Eds.): Comparative and International Education. An Introduction to Theory, Method, and Practice, 2. Auflage, London [u.a.]: Bloomsbury, S. 101-122.