

## SOME TIPS FOR PRESENTATIONS

- Study the topic. Decide what parts to focus on. Study these parts in greater depth. Make several rounds of processing: summarize the main points in your own words, experiment with how to fit them together, rewrite again, rearrange again . . .
- Then, prepare your presentation. Consider preparing your slides with  $\text{\LaTeX}$  (e.g. with “beamer”). You’re also allowed to use low-tech board and chalk. You’re allowed to use notes.
- Then, practice your presentation in front of an empty room. Then, practice your presentation in front of a teddy bear. Then, practice your presentation in front of a friend and ask him or her to give you feedback. Then, practice your presentation another one or two times.
- After each practice presentation, revise your notes/slides.
- Practice your presentation while standing, facing the room, speaking aloud. If you’re planning to use a blackboard, then practice with a blackboard. (At the teddy bear stage, if you don’t have a blackboard then write on pieces of paper taped on the wall. But later make sure to practice somewhere that has a blackboard.)
- When you practice, keep track of how long each section takes. Decide in advance what to skip if you’ll run out of time.
- Pretend to be confident.
- Your mark is based on both content and communication.