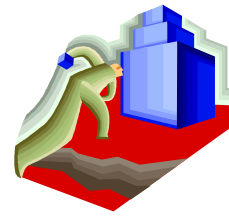


---

Rules for your Presentations –  
a collection of common mistakes

---



1. Structure your presentation before you start working with PowerPoint – to find out what is important for your topic.
2. Avoid too much information – reduce to the main points – you can still keep back more details which you can show when necessary
3. Make MindMaps with all important points and then put them in a meaningful order.
4. Do not just copy the original text, underline or highlight important information and make notes.
5. First impression counts! Welcome your audience, relax, be friendly, mind you posture! (hands out of your pockets!!)
6. Use only short notes to speak freely
7. Do not just read the text/notes on the transparencies, the audience can read themselves!!!!
8. Rehearse your presentation with the help of your notes!
9. KISS = Keep it short and simple/stupid...
10. Text and graphics on the transparencies must be consistent and logical
11. Make use of the spellchecker to avoid spelling mistakes
12. Illustrate your explanations with graphics, pictures or realistic visuals
13. Make sure you know all special/ technical expressions of your presentation well
14. If you are not sure about the pronunciation check it in an electronic dictionary (or ask a fellow student or your teacher!!!!)
15. Do not just use a picture because you think it is nice but check whether it is useful and whether you can tell something about it – you will certainly be asked a question!
16. Avoid using complicated expressions – nobody will understand you – your teacher won't be impressed either!! Use your own words even if they are restricted!!!!
17. Don't race through your presentation you are not on the run!!! – not even your audience will be able to follow you!!!
18. You must make a detailed list of your sources and references! The easiest way is to copy the URLs onto a separate page
19. Never forget your audience – they are the target group of your presentation – not your monitor or the screen!!! – Do not hide your nose behind your notes!!! (rehearse!!!!!!)
20. Use a clear font for your presentation, fancy fonts are difficult to read on the screen.
21. Remember that for the topic you have chosen YOU are the expert and people will ask questions – at least on the details you have shown them in your presentation.