
Making Presentations ;-)

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General Rules

- For a 20 min. presentation, have about 10 slides (I usually have more)
 - Ideally, put a 7 lines on a slide (maximum 10) but no more!
 - Don't show anything nobody can read
 - Use a maximum of 3 colors
 - Be careful about background colors and projectors
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General Rules

- Find the time and practice before
 - Keep to the clock, don't speak too long (generally you have 20 mins.). Reserve some time for Q & A's.
 - Try to have pictures and diagrams in your slides, vary the structure of your slides
 - Try to make eye contact, watch your body language
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General Rules

- Don't finish your presentation like "...well OK, that was it". Finish by making a point
 - Don't only mention positive things about your work, also mention negative sides. But finish with a positive point
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General Rules

- Use a professional presentation tool (e.g., Powerpoint - they have built-in expertise)
 - Remember, your audience has an attention span a maximum 20 minutes ;-(
 - Try to give examples from real-life situations
 - Some do's and don'ts
 - No body is perfect, you always learn
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Structure of a Presentation

- Tell your name ;-)
 - Have an overview slide
 - Have some introduction into the area
 - Have some details
 - Give an example
 - Have a conclusion slide
 - Ask if anyone has questions ;-)
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Conclusion

- Presented general rules for presentations
 - Presented structure of a presentation
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Vorbereiten der Folien (so nicht)

- **Lesbare Schrift verwenden**

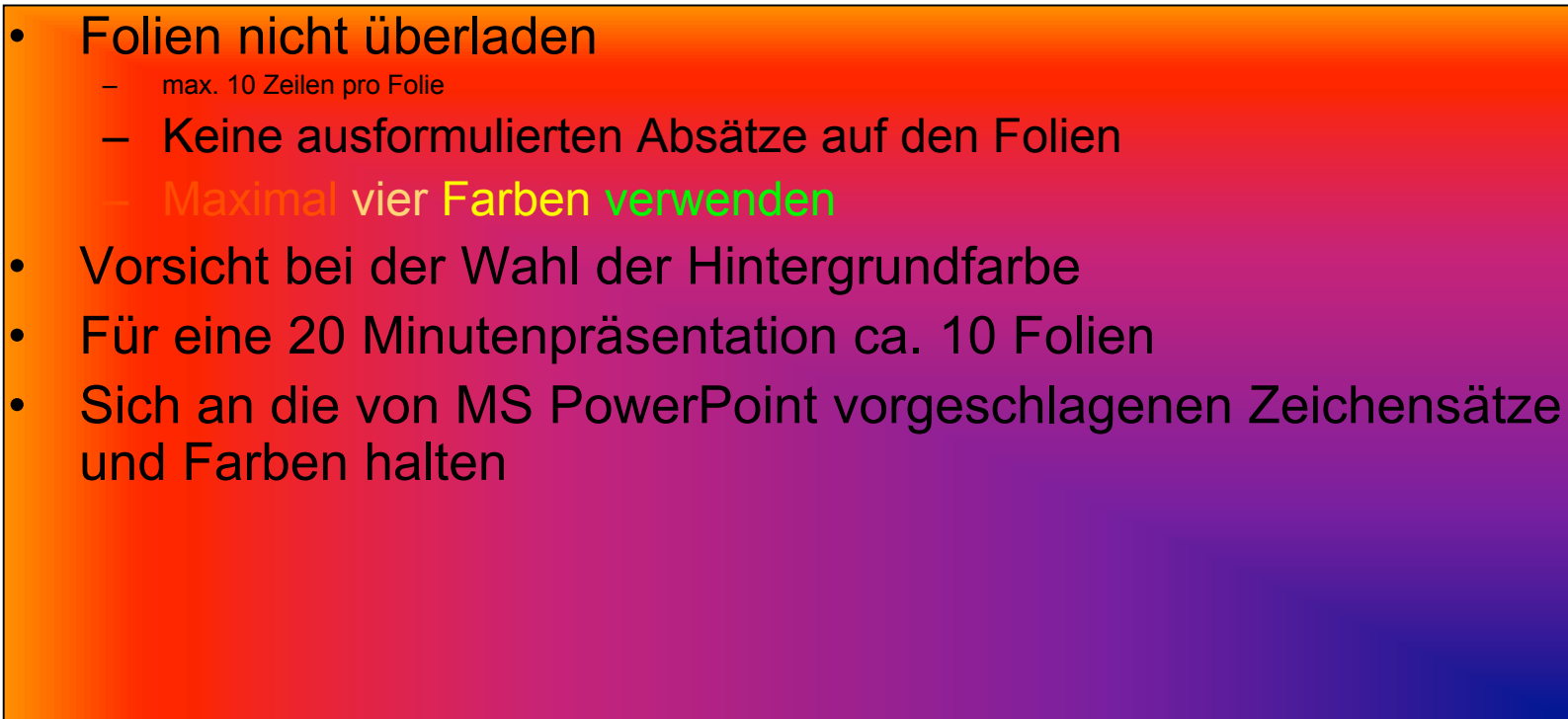
- Folien nicht überladen

- max. 10 Zeilen pro Folie
- Keine ausformulierten Absätze auf den Folien
- **Maximal vier Farben verwenden**

- Vorsicht bei der Wahl der Hintergrundfarbe

- Für eine 20 Minutenpräsentation ca. 10 Folien

- Sich an die von MS PowerPoint vorgeschlagenen Zeichensätze und Farben halten



Q & A

Questions?
