

Helpful Hints for a successful course of study at the Department 03:

Presentations

1. Introductory remarks

Below, you will find some notes on how to prepare and give an oral presentation, which may be useful for a successful semester at the Department of Social Sciences and Philosophy. Before you start working on your presentation, please review the requirements for the presentation as a form of examination. In addition, please speak with your examiners and request additional guidelines.

Oral presentations and talks can be presented by individuals or groups as part of the coursework in seminars. The instructor will therefore typically assign the topics for presentations at the beginning of the semester. Every oral presentation should be accompanied by visual aids. A position paper that is distributed among the audience is also helpful in supporting a successful presentation.

2. Formal aspects

Please observe the following formal requirements.

Length: 20 to 30 minutes (please check with the instructor if adjustments for shorter or longer presentations are needed. Adjusting the time is particularly useful for group presentations.)

Position paper: max. 2 pages, list your name and contact information, your degree program, the title of the presentation, semester, course name, name of the instructor, the presentation structure, main theses, discussion questions, and literature.

Presentation slides: Topic and structure of the presentation; limit the text on each slide; literature used.

3. Content

An oral presentation is part of the seminar design and represents an important element of learning at our Faculty. The objective is for students to learn what's involved in direct scientific exchanges and academic discussion. Accordingly, many instructors expect the presenter(s) to be involved in moderating the discussion session after the presentation. For example, you may want to plan a team project or initiate a discussion guided by questions or hypotheses that you have prepared. The focus is thereby not only on communicating content to your audience, but also on acquiring presentation techniques and rhetorical skills.

Please coordinate with the instructor if your presentation is to be a report on the literature you read in class or if you are additionally expected to do your own research and develop your own research questions. Preparing your presentation may vary depending on your instructor's expectations. If you are preparing a group presentation, coordinate early within the group who will be responsible for what task. Please discuss the division of the workload with the instructor in advance!

Your presentation should follow to a sensible organization, a "single thread", throughout the presentation. First, you should introduce yourself by giving your name and major. Excite the audience's curiosity by starting your remarks with a quote or a brief illustrative personal experience, for example, or by pointing to a relevant current event as a lead-in to the topic. If you subsequently provide an overview of your

presentation, it will be easier for your audience to follow your remarks. Remember to limit yourself only to the most important information; i.e., information that is essential for understanding the topic. Keep your sentences short and clear. To make the topic more vivid, use quotations, pictures, examples or references to current events. It is crucial that you don't distort the reported literature or blend it with your own opinion. You should close your presentation with a brief summary of your remarks and a list of the literature you used. Finally, at the end, make some transitional remarks to ease into working in groups or a discussion.

Throughout the presentation, keep reminding the audience of the questions you have been exploring, the issues that you will address next, etc. to avoid losing your audience. While you are speaking, try to make eye contact with your audience and adapt the volume of your voice to the size of the room.

Presentations are graded based on these factors:

- Factual accuracy,
- Structure/arguments,
- Presentation style,
- Methodical approach,
- Formal criteria.

Request feedback at the end of the session and from your instructor during office hours. Take advantage of your instructor's experience with presentations and ask for tips and ideas in fashioning your own presentation style!

4. Citation rules

All source materials that were used in the presentation must be included in the list of references/bibliography at the end of the presentation slides or the position paper. Other persons'/authors' ideas, arguments or thoughts (including online sources) must be referenced as sources.

For example,

Oettler, Anika (2017): Transitional Justice, Recognition, and Authoritative Power. GIGA Hamburg. Hamburg (GIGA Working Papers, 305). Available online at <https://www.giga-hamburg.de/de/publication/transitional-justice-recognition-and-authoritative-power>. (Accessed March 6, 2019).

Franke, Edith (2017): The Religious Language of Objects. What Semar Says about the Religious Culture of Java. In: Saburo Shawn Morishita (Ed.): Materiality in Religion and Culture. Tenri University - Marburg University Joint Research Project. Berlin: Lit Verlag (Marburger Religious Studies im Diskurs, 2), pp. 109–126.

We also urge you to consult our “Helpful Hints” on how to handle source materials!