Preparing a Presentation

Pius ten Hacken, 1-11-2002

1. Sources

The texts in the folder at the English Seminar can be assumed to have been read by all participants.

A list of specialized articles and/or book chapters is provided. Proposals for extension are welcome. Keep in mind that your audience has not read these texts.

2. Structure of the presentation

- Introduction: statement of the topic
- Structured summary of the information in the texts
  Use examples to illustrate the main arguments
- How convincing is the argument? What are the main problems that remain?

3. Visual support

You have to use one of the following forms of visual support:

- overhead projector
- data projector
- handout

Please send the file to me as an attachment to an email for inclusion on the web site (pius.tenhacken@unibas.ch).

3.1. Overhead slides and data projector

The minimal size of a text font on overhead slides is Times 24pt. Only for subscripts or superscripts 18pt may be used.

Use strong contrasts: black (or dark) fonts or lines on white (or bright) background for slides, the reverse for the data projector

Summarize the main points of the argument in keywords or diagrams. Citations should be accompanied by a source.

3.2. Handouts

A handout has a title, an author, a date, and the course title in its heading.

It contains examples, definitions, and keywords indicating the structure of the presentation. Citations should be accompanied by a source.

The handout lists sources in the bibliography at the end. The bibliography should state for each source published in paper format:

- Author(s) (name + first name) and year of first publication
- Title
- *for a book*: Place of publication and publisher
- *for a journal article*: Title of the journal, volume number, numbers of first and last pages
- *for an article in a book*: Editor(s) (name and first name), title, place of publication, publisher, and numbers of first and last pages

A reference to a web page is given as URL with date of retrieval.