

Guide: Preparing a Presentation

This guide will help you keep track of the steps you need to take to finish your presentation. The questions and tips here will help you keep an eye on the most important aspects. In the right column, you can check off the questions you have already answered, or the steps you have completed.

Plan well in advance how much time you need for each step and when you should start preparing. You can achieve this particularly well by working backwards from the presentation's due date.

This guide does not provide in-depth coverage, rather it aims to offer help with the general process. Whether specific points are relevant for your presentation depends on your specific tasks.

Topic: _____ **Date:** _____

Step 1: Addressing requirements	✓
What should I present? Do I have a given topic / text or can I choose myself?	
In what manner should I present? For example, should I inform, summarize, interpret, analyze or compare unclear passages and discuss them in class?	
What is my assignment? Do I just need to give a short input? Do I need to prepare a discussion session? Should the presentation contain interactive elements?	
What else belongs to my tasks? Should I prepare discussion questions? Do I need to moderate a discussion?	
Are there any materials that I should include? (Sources, data, secondary literature...)	

Step 2: Clarifying framework conditions	✓
What prior knowledge do my listeners have?	
What technical equipment does the room have?	
Should I create a handout or presentation ?	
How, when, and where should the presentation be discussed with the professor in advance ?	
Is it an individual or group presentation ?	
If the latter, who are my group members , how do we divide up the work, who has what prior knowledge, strengths, etc.?	

Step 3: Getting into the topic	✓
What is my topic about? Are there important key data, facts, central research opinions? (A brief look at a specialist encyclopedia or Wikipedia is recommended here).	
Which texts do I want to / should I use as a basis?	
What are the texts about? When are they from? Who are the authors? What are their goals? What is the argumentation structure of the texts? How is the content related to my topic?	
Are there contradictions or different opinions in the research literature? Where do I want to position myself in my presentation?	
Do I need more in-depth literature? Where can I find it?	

Step 4: Creating an overview of the content	✓
How are the different topics connected? (For example, a Mind Map or Concept Map is suitable here.)	
Which aspects are particularly relevant? What interests me about this topic? Why are we dealing with this topic / text in this seminar?	

Step 5: Determining your own central question and setting a goal	✓
What is my central objective for my presentation?	
What question(s) do I want to answer or discuss?	
Which contents do I need to be able to answer the question in the given time? (Here it might be helpful to divide the content into “must”, “should” and “can”.)	

Step 6: Determining the structure of the presentation	✓
Introduction (10-15% of the time) <ul style="list-style-type: none"> • Arouse interest (e.g., with an anecdote, a surprising research result, current reference, or something similar) • Establish connections to the seminar’s context • State the goals of the presentation • Give a general overview 	
Main part (70-80% of the time) <ul style="list-style-type: none"> • Clearly structured: The presentation should have an overarching “central theme” which connects all the ideas to one another • Clear and understandable, short sentences, to the point 	
Conclusion (10-15% of the time) <ul style="list-style-type: none"> • Summary • Conclusion • Perspective / Overview 	

Step 7: Implementation and visualization	✓
What is the best medium to support my presentation? (PowerPoint, poster, handout, graphic, ...)	
How can I present my content clearly? How do I make the “central theme” clear to my audience?	

Step 8: Manuscript / notes	✓
What do I want to have with me as a memory aid during my presentation? Will key words on index cards help me or do I want to use the note function in PowerPoint? Do I need a formulated skript or is a Mind Map better?	
TIP: Try out what works best for you!	

Step 9: Thesis paper, handout or similar	✓
Should I prepare a thesis paper or handout?	
Are there any requirements from the instructor?	
What should be on a handout?	
<ul style="list-style-type: none"> • Header with name(s), seminar, instructor, date, topic • Same structure as presentation: short, only the main points • Literature or other sources! 	

Step 10: Speech rehearsal (practicing free speech)	✓
Is my manuscript effective or do I need to adjust it? Where do I get stuck? Where am I missing argumentation points and where can I shorten my manuscript?	
Does my schedule work? Or do I have to shorten my presentation or extend / elaborate parts of it?	
TIP: Allow enough time for rehearsal and practice until you feel confident. Performing in front of friends can help!	
TIP: When speaking freely, it helps if you concentrate on what interests you about the topic and what you want to say about it. Then what you say is more likely to come from within yourself.	

What else I would like to think about	✓