
Exercise Sheet 12

complete as appropriate

Exercise 1 Here is a checklist for your presentation, please consider it *very* carefully. Upload your presentation (either PDF or PowerPoint) to the Wiki following the template given there.

- (1) The main yardstick for the evaluation of your presentation will be whether your audience understands what you are saying (about your project): What is the main message of your project? What is the distinguishing feature? Why is it interesting? The following points are preconditions for achieving this.
- (2) Use well-thought out pictures and examples wherever possible. Be concrete! (The opposite of abstract.)
- (3) Plan for no more than 15 minutes. If you need less time that is ok, but you will not be allowed to speak longer than 15 minutes. To achieve this you have to be very well-prepared. In particular, prepare concrete formulations for key explanations. A vague statement does not become more precise by repeating it ten times.

Exercise 2 Here is a checklist for your 1-page summary, please consider it *equally* carefully. Upload your summary (either PDF or PowerPoint) to the Wiki following the template given there. *Your summary must be available by the morning of the Monday before your presentation, so that the others have a chance to read it before your presentation (see Exercise 3).*

- (1) The summary is for your fellow participants to read, so write it in a way, that they enjoy reading it and understand what you have done.
- (2) Bring out the main message clearly. Again, be as concrete as you can! If possible, include a central example, picture, or graph.
- (3) Pay attention to a proper layout. Your summary should be easy to read, and it should be free from small mistakes like typos, missing articles or prepositions, etc. Please allocate sufficient time for this task! If you have difficulties with the English language, please see that you have your summary (and also your slides) proof-read by someone else.

Exercise 3 For each of the coming three classes, if you are not giving one of the presentations at that day, *carefully read the 1-page summaries of the corresponding projects*, so that you are prepared to give proper feedback. It is much easier, more relaxed, and also more interesting to follow a presentation about something familiar. If you are giving one of the presentations, at least have a look at the 1-page summaries of the other projects presented at that day.

The feedback that you will give for each presentation (and that you will get for your own) consists of a mark, and a couple of sentences on what you liked best about that presentation and, if applicable, any difficulties you had with it.