**A guide to ppt presentations**

*Parameters of the presentation*

* 10 minutes
* Contents: presenting a selected critical essay from Peter G. Beidler, *The Wife of Bath*
* Date and venue: 21 April, Amb 114

*Rule of thumb of presentations*

* Precise timing: do not pass 10 minutes; check the clock during the presentation. Rehearse at home to have a sense of the length of 10 minutes.
* Do not read out.
* Do not put the text of the presentation in full length on the slides.
* Do not seek excuses with reference to your nervousness.
* Pay attention to your audience. Keep eye contact with them, and do not fix your view on one single person in the class.
* Use the possibilities of breaks, speed and intonation (emphasis) in structuring your speech.
* Be assertive: do not hide away from the audience and do not show obvious signs of hesitation, uncertainty and doubt.
* Start with an address of the audience.

*Contents of the presentation*

* You have to objectively summarize the selected critical essay: a summary cannot be selective (omitting important points of the essays) and illogical (i.e., leaving out ideas without which the text cannot be understood on its own.
* In the summary you have to AVOID:
  + blurring the summary with your interpretation
  + appropriating the author's voice (you are not the one doing the analysis or demonstrating research, but the author - do not use "we" in a summary)
  + attributing ideas to the author which they do not claim
  + misrepresenting the author
  + stating unsupported opinions: when you critically point out the strengths and weaknesses of the text, you have to support your opinion
  + ignoring the author's target audience and knowledge: if the author writes a scholarly study, do not criticize her because of dense language or a high degree of formality
  + being uncritical with yourself: if you do not understand the text, it may also be due to your limitations, and not only to the author's awkwardness in expression
* You are encouraged to critically assess the essay (pointing out strengths and weaknesses or arguable interpretations), but critical opinion must be supported with convincing evidence.
* Finish your presentation with a clear conclusion: the audience has to feel when you have reached the end of the presentation.

*Planning the ppt*

* Do not overplan: for a presentation of 20 minutes, 5-7 slides are entirely sufficient.
* The first (title) slide should indicate the name of the presenters, the title of the presentation and a few parameters of the context of the presentation (date, title of the course, etc.)
* The title should be the author and the title of the essay summarized with a subtitle “A review”.
* The second slide should be a contents page which shows the structure of the presentation. Do not make a list of many points, but prepare a structured outline with 3-4 main points of the presentation and eventually with some further divisions.
* The ensuing slides should have headings.
* The end of the ppt should show the sources you used (in this case a precise bibliographic reference to the critical essay that you have chosen).
* There may come a final “thank you” slide, appreciating the attention of the audience.

*Ppt esthetic*

* The primary criterion of the slides is the readability of the text. Letters should be large enough with comfortable spacing; you should use the available space.
* Do not put a lot of text on the slides, unless you want to project quotations. Long quotations should be displayed on several slides.
* Prefer the key-word style over the sentence style.
* The slides should follow your oral delivery, but obvious contents do not need to be projected.
* Use the slides as a practical tool to support and complete what you are saying. You may also provide images to make your presentation less monotonous and more supported.
* Text and images should be balanced. Do not overload the slides with images, especially not with unrelated ones.
* Indicate the source of all quotes, statistics, scholarly views and images. If referencing would take away a lot of space, use short-hand references and give full references at the end of the ppt.
* Use the animation function of ppt: you may display a slide bit by bit. If you project a dense slide in one, your audience will be tempted to read it till the end and miss important moments of your talk.

*Ppt text*

* Double-check the spelling and grammatical correctness of the text that appears on the slides.
* Be formal both in the oral delivery and in the ppt text. Avoid colloquial phrases (unless they appear in quotes).

*Enjoy your work.. Good luck.*