

Introduction:	Body / Main part:	Conclusion:
<p>Give a brief introduction into the topic. Ask yourself: What does the audience already know and what could be interesting for them?</p>	<p>While gathering information, focus your line of arguments on the main question you are working on.</p>	<p>Summarize: a) which question did the presentation deal with and b) which arguments were discussed.</p>
<p>Emphasise the importance of your topic, e.g. a) for your seminar, b) regarding its social or c) academic relevance.</p>	<p>Pay attention to comprehensibility: a) use pictures, examples or analogies, b) clarify technical terms and related vocabulary, c) sum up long text passages, d) indicate new ideas and thoughts verbally.</p>	<p>Draw a conclusion: How did you answer the question you were dealing with?</p>
<p>Underline the specific question / problem / thesis you are focusing on.</p>	<p>Reflect critically the literature you read. Ask yourself: a) is the author's argumentation convincing? b) is there any other academical research you should consider?</p>	<p>Put your result into the context of the seminar.</p>
<p>When you arrive at the main part of your presentation draw interest with a thought-provoking impulse, an example or relate to a current event.</p>		<p>Note and show possible research gaps and connecting factors / links to other topics of the seminar.</p>
		<p>Indicate all the information and sources you were working with.</p>
		<p>State that the presentation part is over, say thank you to your audience and make the offer to answer questions or discuss certain parts of your presentation.</p>
		<p>Prepare topic-related question to discuss them in class.</p>