***SOME GENERAL PRESENTATION ADVICE***

**Please note that the advice below is from my “Major Global Issues and Challenges” class.**

Regarding your presentation’s structure - i.e. was it well planned? (for example, does it include bullet-points and titles?.,

For example, a presentation (depending on the class and topic) might include an introduction section, an analytical section (showing the successes and failures of campaigns to fight a global problem, obstacles to progress etc., and a conclusion section with the presenter’s own views and ideas (reinforced with actual examples and facts).

Topic examples (from syllabus) include - the United Nations (and International Law), Racism and Discrimination, Global Poverty etc.), Is the information used directly relevant to the presentation topic? (in terms of the presentation’s content and time period i.e. there is usually no need to discuss issues thousands of years ago, except with cases such as Israel and Palestine), Did it include relevant background information about the topic? Did the student effectively use pictures and visual data to enhance the presentation? Did it benefit and assist other students in the seminar?, Did the student use maps, handouts, or other documents in the presentation? Does the presentation include factual information, statistics, illustrations, primary source information (such as extracts from historical or official present-day documents, quotations from NGOs, leaders, combatants, ordinary people, the views of respected scholars etc.)?

Students should avoid vague generalizations that do not refer to any facts or evidence or present a simple chronological narrative of the issue, which does not show any analysis or independent thinking.

Students should also be careful with timekeeping – make sure not to arrive late or to go beyond the presentation time limit (about 20 minutes in total). It is also a good idea to practice in advance of the real presentation in order to avoid IT problems or other complications. Past problems have included incompatible software (Microsoft versus Apple software, outdated software, USB and memory stick problems, computers that cannot connect to the projector etc.)

Do not be afraid to engage or stimulate the audience’s attention if you wish. For example, to ask them questions, to ask them do they know about a certain fact, to ask them to comment on a picture or a graph etc.

Please send the teacher a short presentation handout to provide to other students before the presentation seminar. A handout usually consists of two or three pages with bullet-points or a list that the audience can follow while watching the presentation (in order to make notes). If possible, the handout should include information about sources used to complete the presentation (books, websites, etc.)

Presentations should be structured in a clear and easy to follow manner. See below for example -

a) INTRODUCTION - (a brief statement about the issue – for example, ‘a brief statement of five to ten sentences about what ‘Human Rights’ are).

b) HISTORICAL BACKGROUND – (a chronological description of the background to the issue)

c) INFORMATION ABOUT WHY THE ISSUE OF HUMAN RIGHTS HAS BECOME MORE IMPORTANT SINCE THE END OF WORLD WAR TWO FOR EXAMPLE.

d) CHALLENGES TO ENSURING THE PROTECTION OF HUMAN RIGHTS FOR EVERY HUMAN BEING (For example, what are the prospects for a world where everyone’s human rights are guaranteed and protected? What factors and issues prevent this goal? What factors and issues assist this goal? Choose a case study (women’s rights in Afghanistan, workers’ rights in Bangladesh etc.) to illustrate the difficulties involved in the fight for human rights.

e) SUMMARY AND CONCLUSION (The presenting student should summarize the findings and results of his or her presentation. The student should also display a solid analysis of the issue and of its key characteristics, and propose possible solutions and ways to address present-day challenges and obstacles that are related to the presentation topic.

f) A References section (Bibliography)

g) [OPTIONAL] Thank the audience for their time / Present or pose some questions for the audience.

From a presentation guidance website (see the source below):

*“Presentations need to be very straightforward and logical. It is important that you avoid complex structures and focus on the need to explain and discuss your work clearly. An ideal structure for a presentation includes:*

* *a welcoming and informative introduction;*
* *a coherent series of main points presented in a logical sequence;*

*a lucid and purposeful conclusion.”*

For more advice on making presentations, please see the following link:

<http://www2.le.ac.uk/offices/ld/resources/presentation/structuring-presentation>