

## Checklist for my mini presentation



### preparation:

- I researched my topic and filtered unnecessary information.
- I adapted the language so that everybody can understand me.
- I looked up the pronunciation of unknown / new words and names mentioned in my presentation.
- I rehearsed the presentation to keep track of time. I don't speak less or more than five minutes.
- I prepared small presentation cards with important keywords and notes.
- I send my presentation and my handout to my teacher the evening before my presentation.

### content

- I discuss the topic critically  
*what is the problem? What different perspectives are there regarding my topic and are they justified? Why hasn't it changed? How are people trying to change it and what stops them from reaching it?*
- My handout summarises the most important aspects of my presentation. It is half a page.
- My slides (PowerPoint, Canva, Prezi) helps the class to follow my presentation.
- My slides are not distracting.  
*avoid too much animation or whole texts, stick to clear notes and simple designs*
- I provide the source of everything I used (pictures, videos, websites ...).
- My last slide is dedicated to the sources I used for my presentation, including the last access.  
*e.g. ThisIsAnExample.com [Last access: Feb 16, 2024 15:37]*
- I used serious sources (no Wikipedia or ChatGPT).

### the presentation:

- I spoke freely, I barely looked at my presentation cards.
- I looked at the class.
- I included my slides actively in the presentation.
- I answered questions if there were any.