Preparing for your Presentation

- You should have already formulated a preliminary **title** and **abstract** for your presentation. If not, please do so ASAP.

- Remember that you will be given either 20 minutes (second-year students) or 30 minutes (third-year students) for your presentation, with up to 15 additional minutes for questions/answers. (The time will be kept by the following week's speaker.)

- Your talk should be understandable to an advanced *undergraduate* student. In other words, you should *not* assume that your audience has any specialized knowledge about your topic.

- Keep in mind the points on which your presentation will be evaluated by your audience. (See the handout "Evaluation of Presentation.")

- For some useful suggestions on making presentations, please see the handouts by Beardon and Geroch.

- You should meet with me on Zoom to go over your presentation at least **two** times before presenting it, so that we can review it together and work on improving it.

- The first review should occur **at least 5 days before** the day of your presentation. During the first review, I shall make suggestions for corrections/improvements. This is an important stage! Hopefully this will be a good opportunity for you to learn how to improve your written presentation.

- The second review should occur **at least 3 days before** the day of the presentation. During the second review, I will check the corrections/improvements, and perhaps make suggestions for further corrections/improvements. If necessary, I will ask for a third and final review.

- Once the file has been finalized, you may wish to rehearse your talk, either alone or with one or two friends. Pay attention to the time (should not exceed 20/30 minutes).

- Don't worry if you receive evaluations that are not superlative - as long as you participate, you will pass this course. The point is to give you experience and feedback, so that your next presentation will be better! This is a great opportunity, and you should take full advantage of it.