

Master thesis proseminar

Faculty of Physics, University of Warsaw

What is the #1 fear in America?

#1 Public speaking

#2 Fear of death

Examination

In order to obtain a course credit one needs to:

- deliver an oral presentation on a topic related to one's Master Thesis or a field of study
- be present at most of the meetings

The final grade will depend on both of the above listed conditions.

Presentation schedule

**Master Thesis Proseminar B2+ FM, NI (1100-5FM14)
Presentation Schedule 2024/25**

<u>Date</u>	<u>Name</u>
06.03	
13.03	
20.03	
27.03	
03.04	
10.04	
17.04	Spring break
24.04	
08.05	
15.05	
22.05	
29.05	
05.06	Please don't sign in
12.06	

12 meetings

How to make a good presentation

1. Think about the presentation and prepare.

2. Think audience. Engage, be interactive, be enthusiastic. **Face your audience at all times.** Don't hide behind computer.

3. Prepare the little things. E.g., how to start („hello everybody”, „good afternoon everybody”), how to end (“thank you”, “thank you for your attention”), prepare your signposts, “next”, “Now I'd like to move on to....”, “finally”, etc. Also, think how to describe what is on your slide. Are you showing a picture, or a graph, table, chart. Use colour or **bold** to emphasize. Use fading in points. If you are playing movies, be sure to use your own laptop.

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How to make a good presentation continued

4. Structure your presentation.

- The first slide should announce the title of your presentation, the event and date, and your name and position. Try to make the title catchy.
- The second slide should seize the attention of your audience (the „hook”).
- The third slide should set out the structure of your presentation. Typical structure: an introduction, a body, and a conclusion.
- Each slide should have a clear heading.
- Think time. Better too short than too long. Golden rule: 1 slide/minute.

How to make a good presentation continued

4. Structure your presentation.

- Don't overload slides (each slide should normally contain around 25-35 words)
- Each point/ sentence should be meaningful on its own (test: your slides should make sense and be useful to someone who was not present at your presentation).
- Use equations sparingly (if you must use mathematics, slow down and talk the audience through each equation).
- Don't put anything on a slide (text, images, pictures, tables, and graphs) if you are not going to talk about them.

How to make a good presentation continued

5. Learn the Three-Seconds-Rule or 1-2-3 Rule

Whenever there's a...	Pause for...
Comma	1 second
New sentence	2 seconds
New paragraph	3 seconds

<http://www.youtube.com/watch?v=GoKzCff8Zbs> (R. Kennedy)

<https://www.youtube.com/watch?v=e49VEpVWg6IM> (M. L. King)

6. Non-verbal communication (55 percent of our total message in face-to-face interactions is communicated through body language)

- Eyes - look at the audience
- Hand and Movements <http://www.youtube.com/watch?v=wCU9X8QK-rg>

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How to make a good presentation continued

7. Do not read from the page or read like you mean it (or use the presenter's view).

8. Practice, practice, practice (by yourself, in front of friends, in front of a webcam).

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