🌍 Short Presentation Guidelines for Students 🌍

Presentation Requirements (approx. 20 minutes)

1. Format
You may choose any format, for example:
PowerPoint, PDF, Google Slides, Canva, Prezi, Keynote, Genially, or any other tool suitable for creating clear and structured presentations.

2. Presentation Content

- Duration: **about 20 minutes**.
- Maintain a **logical flow** — each slide should follow naturally from the previous one.
- You may use the suggested outline provided earlier, but you **do not have to follow it strictly**.
- Make sure your presentation includes:
  - a short **introduction**,
  - a clear **development of the main topic**,
  - a brief **summary**,
  - **references / sources**.

3. Presentation Style

- Slides should support your talk — avoid long blocks of text.
- Use visuals: diagrams, graphs, maps, schemes, examples.
- Speak clearly, calmly, and at an understandable pace.

4. Preparation for Discussion
After your presentation, there will be a short Q&A session.
Be ready to:

- explain key concepts in simple terms,
- provide additional examples,
- discuss applications of the topic.

5. Submission Deadline
Please send the final version of your presentation **at least one week before your presentation date**, so it can be reviewed and uploaded to the webpage.

6. Evaluation Criteria
Your work will be assessed based on:

- **content quality**, accuracy, relevance, and clarity,
- **logical structure** and coherence,
- **clarity of explanation**,
- **visual quality** of the slides,
- **ability to answer questions** after the talk.

📌 STUDENT CHECKLIST 📌

Preparing the Presentation

- ☐ I selected the presentation format (PPT, PDF, Google Slides, etc.).
- ☐ My presentation fits within the **20-minute** time limit.
- ☐ The structure is logical: introduction → main content → summary.
- ☐ Each slide follows naturally from the previous one.
- ☐ Slides are visually clear (short bullet points, not walls of text).
- ☐ I included helpful visuals (graphs, diagrams, maps, examples).
- ☐ I prepared a **reference list** with all sources used.

Preparing for the Talk

- ☐ I rehearsed the presentation and checked the timing.
- ☐ I can explain key concepts in simple and clear language.
- ☐ I am ready to answer questions from the audience.
- ☐ I prepared extra examples to support discussion if needed.

Organization

- ☐ I verified the file works in a common format (PPT, PDF, etc.).
- ☐ I submitted the presentation **at least one week before my scheduled date**.
- ☐ All images, data, and materials are properly referenced.