

How to present a talk in class

	<i>Book technical set-up e.g. handout, computer, projector, feedback sheets.</i>	
intro	1. Quiz your classmates on the subject matter and general knowledge from what you have learned. Introduce your agenda and key terms e.g. on the board.	~2'
main body	2. Introduce items of information, ideally no more than three. Discuss aspects, giving examples, and, if possible, ask your classmates to contribute. Sum up.	~5'
wrap up	3. Ask questions to make sure class has understood and encourage further questions. Remember: there is no such thing as a stupid question.	~3'
	4. Classmates and teacher give feedback. The teacher may ask additional questions.	
	total:	10'