

Checklist for Presentations

ao. Univ.-Prof. Dr. Marion Rauner

You need to take into account this checklist when creating a set of slides in order to receive a positive grade.

- 1) Slides have to be in accordance with the usual standards and format for academic work. They have to be numbered.
- 2) A set of slides has to contain a title slide, a table of contents, a list of references and a list of abbreviations. You need to integrate the list of references and the list of abbreviations into your slideshow (at the end of the show).
- 3) All slides have to contain citations. Citations must appear in the list of references.
- 4) You need to explain abbreviations when you mention them for the first time.
- 5) You have to create all tables and figures by yourself.
- 6) Axes, columns, rows, cells, and components of tables and figures have to be legible. Please pay attention to the appropriate use of colours!
- 7) Slides should be free of spelling and grammar mistakes. Please go through your set of slides a couple of times before presenting it!
- 8) Graphics and images have to be of decent quality. You have to mention the sources of graphics and images as well.
- 9) In an English presentation, all slides, graphics, tables, and figures have to be in English, too.

Please place periods and commas in numbers correctly. Note that the symbols used are different in English and German!