**Guidelines for presentations (PWP)**

1. Make it in Powerpoint
2. Use at least 5 slides to show to the audience
3. Show (share screen) the PWP on Teams (during lockdown)
4. Each slide has text and photo/illustration
5. Make a proper beginning (title?) and ending (conclusion?) to your presentation. Announce the ending.
6. Fill each slide with key-words or short remarks. DO NOT print your entire text there: that is hard to read for the audience. And it’s boring.
7. Speak English to clarify the presentation, but make sure your speech is spontaneous. Text read from a page sounds awful and I can always hear if it is read or spontaneous.
8. Do NOT learn by heart, but use your slides to help your memory. Use key-words to help you remember what you want to say.
9. Speak for 5 min. Any less will cause a lower grade, so time your presentation carefully.
10. Your English does not have to be perfect, but it has to be CLEAR.