

BM01 - Rules for the presentation

Theme choice : in the **first lesson** (in the second at the latest). Possible themes are [here](#).

Format: **.PPT** (in Microsoft Power Point or Open Office – free program download from <http://www.openoffice.org/>)

Handover of the presentation: **one week before oral presentation** at the latest. On CD, flash memory or by e-mail .

Oral presentation: in the relevant theoretical seminar (according the [Time schedule](#))
length - **9-11 minutes** (Obligatory, will be checked. You have to practice it at home!)

Structure of presentation: **10 - 15 slides**

Introduction slide: **Theme, name of the student, study group, year**

Body: **7 - 12 slides** with text or pictures

Final slide: **Summary**: main errand of presentation (aprox. 3-5 items)

Bibliographical slide (hidden slide, not intended to show during oral presentation):

- List of all used sources
- for book, journal: author, name of book or article, publisher, year and place of edition
- for web source: complete internet address
- rules for bibliographical references are e.g. here:
<http://intranet.dalton.org/departments/Libraries/MSLIB/citation.html>

Font size: title : **32 - 40**

text : **24 - 28**

bibliography: 10-12

Content :

- Processing from more sources – **books, journals, web sources, personal experience**. Some of the sources have to be up-to-date.
- Using only one source is absolutely unacceptable!
- The information about **actual prices** should be involved.