Handout 9: How to Prepare for the (Group) Presentation

1. This presentation will count as 10\% of your final grade.
2. Your presentation will primarily be based on readings in *Language and Prejudice*. Even if you are not the presenter, you have to read the articles in order to participate in the presentation. Your active participation in your classmates' presentations will be considered as part of your own presentation grade.
3. Prepare for a presentation that is 30-40 minutes long. It will start at the beginning of the second half of the class.
4. The format of the presentation is flexible. You are encouraged to be creative in designing your presentation as long as it covers important points in that chapter and is intellectually informative.
5. **Handouts** or other visual aids are encouraged but not required. It is important to make your presentation interesting, interactive, as well as informative. To make it interesting, you may want to include some examples or data. Consider working on some of the suggested projects so that you have additional materials to share with the class. To be interactive, you may want to bring up some questions or issues for discussion. Valentine suggests quite some interesting questions. You could choose some of them for the class to talk about. To be informative, you may want to summarize the most important points made by some of the authors along with your own comments.
6. The readings are merely the authors' perspectives. They may be biased based on who they are and what goal they want to achieve. Be critical when you read them. You do not have to believe in them. Also be ready to challenge your own ideas and critically evaluate your own ideology behind the language you use.
7. You do not need to present all articles in your chapter. In fact, be very selective in your presentation. You may choose to focus on 3-4 articles in a presentation of 30 minutes.
8. You are encouraged to relate your points to what we have covered about language in class.
9. Be ready to answer your classmates' questions. Remember, you are the host and you are expected to show that you know your materials well enough to lead discussions and answer questions. Of course, you are not expected to know the answer. (Many of the issues here do not have a correct answer anyway.) This is a good practice for you to learn how to manage questions and answers in a meeting.
10. Definitely take notes for your presentation so that you know what you want to say. However, do not read from your notes or read passages from the articles to the class (unless necessary). Reading out loud is extremely boring and disrespectful to your audience.
11. Criteria for evaluating your presentation:
   - clarity
   - familiarity with materials
   - critical thinking
   - creativity (Is the presentation interesting?)
   - information (e.g. topics covered & additional work on the projects)
   - discussion and interaction with the class
   - time management