

How to present a ten-minute talk in class

	<i>Book technical set-up e.g. handout, computer, projector, feedback sheets.</i>	
intro	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	Introduce items of information, ideally no more than three. Discuss aspects, give examples, and, if possible, ask your classmates to contribute. Sum up yourself.	~5'
wrap up	Ask questions to make sure your message has got across and encourage further questions. Remember: there is no such thing as a stupid question.	~3'
	Classmates and teacher give feedback.	
	The teacher may ask additional questions.	
	total:	~10'

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