

# INSTRUCTIONS : PRESENTING A PAPER

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## The paper you present at the Department must have a different form than a written essay

Unlike readers, listeners cannot return to complexly formulated ideas, and the form and manner of the presentation must be adapted to this. However, the preparation and structure of the paper is similar to that of writing an essay. To help make the presentation easier for the listener to understand, it is better not to read it out from a text. Have detailed notes ready and speak off the cuff. Carefully prepare the visual accompaniment, keeping in mind that it must correspond with what you say.

## In particular, you should pay attention to the following principles for presenting a paper:

- Speak clearly and slowly.
- Prepare the paper according to the assignment, and do not include anything that is not directly relevant to the question (e.g., in a paper about a work of art, leave out unnecessary biographical details about the artist and focus only on context that is relevant to the question). Keep to the time limit.
- At the beginning of the paper, introduce your topic and tell the audience the structure of the paper and how you will proceed. It is also desirable to briefly recapitulate its content after each sub-passage and to do the same at the end, before the final summary.
- Introduce the listener to authors who have dealt with the topic and say what is the main contribution they have made. Identify opposing views and situate your own position in relation to these.
- If the paper's topic is the interpretation of a work of art, focus your attention on it, point out connections, and use comparisons; the result should be your own evaluative standpoint supported by expert arguments. **Attention!** Comparison is not only about finding images that have superficial similarities, but should be used as a creative means of solving defined problems, sometimes by contrasting images that have opposing characteristics.
- If you report on a text, article, etc., you need to read it at least twice – first to get the essential information, then specifically with a focus on what you will talk about. Do not

reproduce the content paragraph by paragraph. Select important ideas, analyze, and interpret them. The main thing is to capture the meaning, not to retell the text.

- The paper should also have its conclusion – an evaluation and opinion based on the collected data and findings.
- If you include a citation in the presentation, please indicate the author or the book. Do not copy the wording from other people's written texts – on the one hand, it is against academic principles, and on the other hand, it is not likely to sound natural. Express yourself in your own words.
- If you have foreign names in your paper, check their correct pronunciation (on the Internet, you can find the pronunciation rules for the main languages). Use names in Czech or the original.
- In the end, list the literature from which you drew.
- Try to offer questions to the audience for discussion and expect questions from the audience.

### **Tasks for the listeners:**

- Take notes – you will be asked about the paper's content and its evaluation.
- If you don't understand something, note the question and ask after the presentation.
- Participate in the discussion on the questions arising from the presented paper.