

# Proseminar

Hints for the presentation and report

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# General

- Attendance obligatory
  - Aim: practice presenting and report writing
  - Take part in discussion!
  - Grading: 50% talk, 25% report, 25% discussion
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# Preparation

- *Starting* material provided by supervisor
  - Research additional material
  - In case of questions consult supervisor
  - Discuss content / focus and slides with supervisor (2 weeks before talk)
  - Go beyond the obvious
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## **Textbook / paper reading**

- First get general idea / take-home lesson
  - Understand Methods and Validation
  - Look for open questions
  - Follow references
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# Talk

- Duration: 30 minutes
  - Story-line
  - Talk slowly and clearly
  - Address the audience
  - Rehearse!
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# Slides

- Avoid too much text; Font size  $>18$  pt
  - All key points should appear on the slides
  - Do not animate (too much)
  - Include slide numbers
  - Use examples to illustrate complex matter
  - Cite your sources
  - Graphics should have:
    - Title
    - Axis definitions
    - Sources
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# Talk feedback

Topic weighting		Good ratio between main and side topics						Ratio imbalanced
Structure		Clear, precise, comprehensible, easy to understand with a clear structure						Incomprehensible, confusing and chaotic
Rhetoric	Language							
	Speed							
Slides		Clear, good layout and design, no typos						Chaotic, too many animations, typos
Visualization		Meaningful figures, clear captions / axis description, clear tables						Too much information, meaningless figures or/and tables, too few figures/table
Creativity		Special ideas, creative way of describing content, use of punch line						Obvious, without fantasy, boring

# Report

- Write in Latex or MS Word
  - Use “Bioinformatics” journal format (defines font, citation style, etc.)
  - Length: 5 pages
  - Write full sentences
  - Use spell checking
  - Include figure legends
  - Give references
  - Avoid passive voice
  - Avoid complex sentences
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