




Guide



Geopolitics:
Essays & slides
Presentation & discussion sessions

By David Crookall, © 2012
Based on slides by Cecile Hagnauer

Plan

- See slides!
- These slides = Draft only !*
- These slides apply to David Crookall's groups
- Annie Lefebvre may use different methods, ways, dates and criteria






– Acknowledgements

- Christophe Colette
- Cecile Hagnauer
- Annie Lefebvre

Zero tolerance



- Pls do all things indicated, and do them by the deadlines
- Cite all sources

Semesters & grades

3 grades

- Grade: for Sem 3 work (Oct-Jan)
 - Essays
 - PPT slides
- Grade: for Sem 4 work (Feb-May)
 - Presentations, responses, rebuttals, discussion
 - A's students: Work to be determined
 - D's students: Participatory exercise + short report
- Grade: for oral exam with M Collete

Sem 3 work: Essays + ppt

Sem 3

- Authors
 - Finish essays
 - Send draft to respondents
 - Respondents make comments
 - Prepare final essay
 - Send final to respondents & teachers
- Respondents
 - Give feedback to authors on essays
 - Prepare response + ppt
- Audience: Prepare 1 discussion Q

Note: Although some of the work (essay writing, ppt design) may be done at the start of semester 4, the grade will be counted in semester 3 grades.

Sem 4 work (two elements) 7

Presentations & discussion

- Presenters present
- Respondents respond
- Presenters give rebuttal
- Audience: Prepare 1 discussion Q
- Pres + discussion (all groups)
- Wrap up

■ Negotiation **exercise** (D's students)

- Prep
- Negotiation
- Debrief

The grade for semester 4 will include these two elements.

Deadlines – sem 1 8



■ Draft essays

- 3 weeks before presentation day
- to teachers (A or D)

■ Final (essays & ppt slides)

- 1 week (7 days) before presentation day
- to respondents & teachers

- 1 point deducted from grade for every day late
- Essays cannot be changed after deadline
- ppt slides can be reworded, EN corrected,
 - but no substantial (content) changes allowed

Deadlines (D's classes) 9

Authors give draft essay to respondents & T	23 Jan
Respondents do feedback , give to As & T	30 Jan
Authors have final essays & ppt ready, give to respondents & teacher	11 Feb
Respondents have (ppt) responses ready	19 Feb
Presentations, responses, rebuttals, discussions (1hr/group)	21 Feb
Prep for negotiation exercise	27 Feb
Negotiation exercise	6 Mar
Debrief of negotiation exercise	8 Mar

Structure & timing 10



Each 1hr session:	< m	
1. Presentation	20	essay authors
2. Response	10	respondents
3. Rebuttal	10	essay authors
4. Open discussion	15	everyone
<i>Break</i>	5	<i>prep by next group</i>

Charing & filming 11

■ Chair for each session & recording

- Members of an audience group (2 people)
 - That is the group who has just done their presentation
 - One chair
 - One camera person

■ Equipment (respondents')

- suitable recording equipment = 1hr
- movie camera, laptop with webcam, ...



Order of presentations 12

- The order of presentations is done within each half class, i.e., for each of the two sets of D's and A' groups.

- See diagram below for suggested sequence

■ **Chair** of a session

- = an audience group

■ **Alpha** order by first author surname

- 1st presenter group is group in which one surname is nearest letter A, of people in all groups;
- 2nd presenter group with next author name, etc
 - or you can use a different order of your choice, but make sure that you get the group sequence right! As indicated in next slide

Sequence: D's groups 13


Session ↓	Gr A	Gr B	Gr C	Gr D
1	Chair	Respondent	Presenter	Audience
2	Audience	Chair	Respondent	Presenter
3	Presenter	Audience	Chair	Respondent
4	Respondent	Presenter	Audience	Chair


Gr B is Respondent for Gr C

- Notes for diagram** 14
- These notes attempt to explain how to read the diagram in the previous slide
 - Row = Session; Row 1 = 1st session
 - Session 1: Group roles, as follows:
 - A = **chair** of the session
 - B = **respondent** (1 chair, 1 camera person)
 - C = **presenter**
 - D = audience
 - Session 3
 - Groups B & C = audience & chair
 - Groups A & D = presenter & respondent

A's groups – suggestion only 15


Session →	1	2	3	4	5
Grp A	Audience	Presenter	respondent	Audience	Audience
Grp B	Presenter	Respondent	Audience	Audience	Audience
Grp C	Respondent	Audience	Audience	Audience	Presenter
Grp D	Audience	Audience	Audience	Presenter	Respondent
Grp E	Audience	Audience	Presenter	Respondent	Audience

- Essays: Cover sheet** 16
- Single column
 - Names (Given SURNAME; alpha); Photos; Emails
 - Date
 - Title
 - Logo
 - N° refs cited, N° docs consulted
 - N° words (body), N° words total
 - Zero plagiarism declaration
 - No plastic: single staple
- 

- Essays: Formal aspects** 17
- ~ 5k words (body) + front & end matter
 - Text = 12pt Times Roman
 - Short headings = 12pt Ariel
 - Layout
 - 1.3 line spacing; 6pt extra para spacing
 - Left justification only (jagged RH)
 - Top margin 3cm, with running head + pagination
 - Bottom & LH margins 2cm; RH margin = 4cm
 - Double column, 1cm space between (no line)
 - Refs: given, or APA, or other recognized style guide
 - URL for all internet sourced material
 - 2 paper copies: profs + respondents
 - Also send electronic (see pdf notes)
- 

- Consistency & clarity** 18
- Consistency among & clarity in:
 - Research objective(s) (thesis statement)
 - Overall plan
 - Sections sub-sections, with short headings
 - Topic sentence for every para (1st or 2nd sentence)
 - Short paras, short sentences, active voice, etc.
 - Visuals (diagrams, flow charts, graphs, etc)
 - Differentiate fact from opinion** (others' or yours)
 - "il faut que le contenu de leur développement corresponde bien aux titres des parties et des sous parties" (Colette, 2012, personal communication).


Presentations

- Cover slides: names, photos, emails, title, date, plan
 - Sober, minimum text
 - Plenty of **visuals** (diagrams, maps, flow charts, ...)
 - Proper professional **intro**
 - **No** reading !!
 - Speak **slowly**, pause
 - Maintain **eye** contact
 - Guidance here:
- 
- A tilted rectangular image showing a dense grid of many human eyes, all looking forward. This visual metaphor emphasizes the importance of maintaining eye contact during a presentation.

- http://www.unice.fr/crookall-cours/presentations/workshop_notes.htm
- <http://www.unice.fr/crookall-cours/presentations/design.htm>
- http://www.unice.fr/crookall-cours/presentations/tips-ppt_a.htm



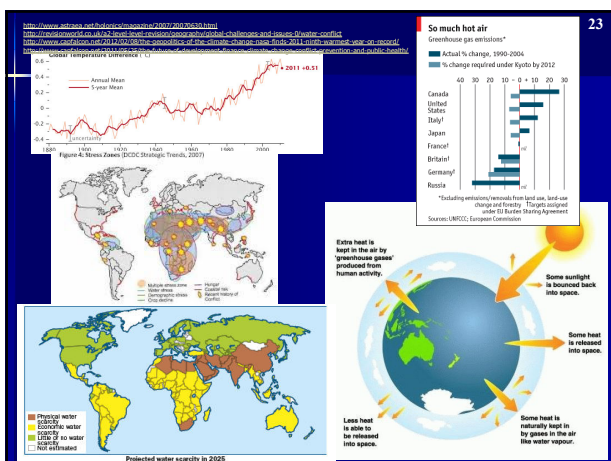
Delivery

- **No** reading
 - Max 2 postcards of notes
 - Do proper **intro**
 - Relate to audience, off topic
 - Speak **slowly**, pause; use group resources, comment on visuals
 - Maintain **eye** contact
 - No pockets, no fidgeting
 - Check for understanding
 - Focus on **content**
 - Be **convincing**
- 
- An illustration of a presentation setting. On the left, a woman in a blue shirt and dark skirt stands next to a flipchart. The flipchart has a pie chart with four colored segments (yellow, blue, green, red) and the text 'Vertical Analysis' written below it. On the right, a group of four people (three women and one man) are standing in front of a presentation board. The board displays a line graph with a red line showing an upward trend and a green line showing a downward trend. There are also some papers pinned to the board and a laptop on a table in the background. The audience is represented by silhouettes of heads in the foreground.



ppt

- Slide = a-v aid
 - 1st slide: names, photos, emails, date, course name, etc
 - 2nd slide: title + plan
 - Slide N° in top RH corner (as here)
 - Transitions: sober, all at once
 - Minimal text, easy font (tahoma, ariel, etc)
 - Plenty of visuals (diagrams, maps, flow charts, ...)
 - Use or redo tables found during your research
 - See examples on next slides (but one visual per slide)
- Round numbers to nearest easy whole
- Change numbers into graphs or other visuals
- 21



Respondents

- Read essay & provide **feedback**
 - Note pbs & good aspects in both form & content
 - Check consistency, clarity, logic, refs, ... in essays
 - 600 to 2k words; format as for essay
 - Give written feedback to essay authors & to teacher
- Prepare ppt **slides** for response
 - 1st slide = Cover (names, photos, etc)
 - 2nd slide = Title, plan
 - Minimal intro:
 - Thank presenters, say only names, give plan
 - 3 to 7 slides = discussion points
 - Critical assessment of form and content
 - Use criteria provided on assessment forms

pdf only for emailing

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- Send **only pdf** files (not .doc, .ppt)
- Freeware
 - PDFcreator, PrimoPDF, TinyPDF, etc
 - use software name + "freeware" to find
- For pdf of slides
 - 6 slides/page, b&w or greyscale (not colour), with frames
 - Make sure that URLs stay live in the pdf file
- No mistakes
 - Check pdf file before sending
 - If necessary change the slides and make new pdf
 - Send only once!

Filename & subject line

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- In one single file, include both:
 - **essay**, then
 - ppt **slides** (6/page)
- Use exact **filename**:
 - **geo12_Name*_keyword-keyword.pdf**
 - * first author only
 - Careful: hyphen/underscore, upper/lower case
- **Geo12_Jones_climate-resources.pdf**
- **Geo12_Smith_global-culture.pdf**

Chairs

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- Critical assessment of essay
- Clarity, organization
- Shortcomings in content, facts
- Shortcomings in argumentation, logical connections, assumptions, support for cause-effect assertions
- What did you learn?
- Prepare questions about above
 - To encourage elaboration by authors
 - To stimulate discussion from audience
- Hand in a written account of the session within 3 days after event (max 500 words)

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Responsibilities

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Presenters	<ol style="list-style-type: none"> 1. To make presentation lively and easy to follow 2. To provide thoughtful rebuttal to respondents 3. To answer questions & comments from the floor
Respondents	<ol style="list-style-type: none"> 1. To make discussion response lively and easy to follow 2. Focus on substance, not persons
Audience	<ol style="list-style-type: none"> 1. Read essays; prepare 2 questions in advance (hand in on paper to Chair) 2. Ask 1+ Q during open discussion

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Grade: Sem 3

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Writer	Essay	___/10
	ppt	___/5
Respondent	Essay feedback	___/5
Other		___/?
Total		___/20
Grade		___/20
-1 for every day late		

See separate eval criteria for each thing



Chair responsibilities

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- Organize the session
- Maintain balance and integrity in all things
- Make sure others participate according to the rules
- Cut off talkative people (politely); encourage shy people
- Keep everyone on track timewise
 - Give 5m & 1m warnings ahead of time
- Make sure people stick to issues & content;
 - Do not allow personalization of arguments
 - Encourage reflection as well as speaking
- Thank speakers and respondents

Audience

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- Read the essays
- Write down at least 2 questions
- Make two copies
 - 1 for the chair
 - 1 for the teacher
 - Give 2 days before

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Respect for others

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Rules for you;
Respect for others

- Listen, no chatting
- Respect deadlines
- Bring all necessary documents (incl essays in paper)
- Rule breakers will be asked to leave, and will lose points towards grade

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Suggestions

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- Send suggestions by email
- Say how something can be improved (instead of what is wrong)

Happy writing

Bonnes fêtes

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