

## How to do an oral research report

All M&D students are required to give an annual report about their research. This report should give an insight into the results achieved so far and how you plan to proceed. You will receive valuable feedback from the other students and the teachers. A workshop report of this kind is also useful for those who will formally start next year.

The workshop reports will take place in groups according to topic. Time limit: maximum **20 minutes for each presentation** and another 25 minutes for the discussion. If you use visual aids such as a flipchart, pin board, beamer, you can present the essentials in an understandable way in 20 minutes.

**Handout:** A handout is helpful for the audience (1 sheet, double-sided)

### Checklist

1. just what seems obvious to us belongs at the beginning and to the necessary and basic information!
2. name, country, supervisor, degree sought. the sub-discipline, subject area and the topic of your work.
3. in which phase is the project? How long have you been working on it?
4. say in one sentence what you are researching!
5. describe the rough structure of your work (dissertation / thesis).
6. answer the following questions:
  - Why are you interested in this topic - and how does this relate to your background?
  - Why is this topic worth researching?
  - What do you want to achieve with the research outcome - academically and practically?
  - What research method(s) are you using?
  - What challenges/problems do you face with your project?
7. Where would you like feedback and/or support?

After the presentation, focus on listening. This is not a defence!  
Ask a fellow student to record the discussion after the presentation.

## Typical procedure

Here is a suggestion for structuring the discussion.

Time	Step /Question /Who does what?	Suggestion
1 min	0. Introduction of the presenter(s) by the facilitator	Short & sweet
20 min	<b>1. Presentation:</b> What is it about? Researcher speaks,	Listen attentively Think yourself into it
20 min	<b>2. Q&amp;A: Questions of understanding</b>	Remain open Don't criticise yet
	<b>3. Q &amp; A:</b> What do we see critically?	Compare at established criteria
	<b>4. Search for solutions:</b> What could be done? The group looks for options	Researcher selects from options; does not defend him/herself.
	In advanced work: What from this work could be published where?	
2 min	<b>5. Conclusion:</b> What do you take away from this feedback?	
Often stages 3-4 mix or repeat in cycles.		