Tips for Moderators and Presenters

The following tips are meant for moderators and presenters at the presentation sessions on Fridays. See **course organization** for details.

Goal for moderators: every student who is present at the session understands how to solve the problem. In other words, transfer your understanding and knowledge of the problem to the audience "through" the presenter.

Tips for moderators:

- Besides preparing a written "perfect solution" during the work session, also think about the following questions: What is "the point" of the exercise? Are there different solutions possible? What are the possible obstacles that (other) students might encounter? Discuss the answers to these questions with the teacher during the work session as well.
- Slow down presenters if they are moving too fast.
- Try to ask clarifying questions on the way.
- Keep an eye on time (e.g. by stopping students early enough if you see that the presentation is not going in the right way).
- If the presenters are stuck, ask them the right questions to help them on their way, or give them small hints. Do not take over the presentation by giving away the full solution immediately.

Tips for presenters:

- When preparing the exercise, think about which things you want to write down on the board, and which things you only want to talk about.
- It is a good idea to quickly recap what the problem is (possibly writing the essential parts on the board), but do not waste a lot of time by copying the whole exercise.
- Use the board, write down what you are doing.
- Try to write in a readable way. Always speak out what you write, it helps to decipher handwriting.
- Don't go too fast, make sure everybody can follow and has understood the steps so far.

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- Even as speaker, ask whether the audience has understood and could follow your explanations. How many have had the same solution?
- Don't be afraid of making pauses and asking questions.

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