

My Name
Date of Presentation
Topic of Presentation

My contribution to this presentation consisted of blah blah blah meeting with my co-presenters to talk about yadda yadda yadda. I took responsibility for researching and preparing such-and-such part(s) of the presentation. We met with Jeremy to blah blah blah. I prepared such-and-such portions of the handout and such-and-such slides. I took what I had gathered from my research, decided which points were most important to convey (I conferred with my co-presenters about this) and wrote out my notes. Then I created the slides for my part and the portion of the handout that covered my part. We rehearsed the presentation and revised our material to make it fit in the time available. We all then finalized the slides and the handout.

Sources used in the presentation

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Author, Somebodyelse. "Title of Relevant Encyclopedia Entry." *Stanford Encyclopedia of Philosophy* (Fall 2009 Edition), Edward N. Zalta, ed. <http://plato.stanford.edu/entries/title-of-relevant-encyclopedia-entry/> (accessed November 10, 2009).

Author, Somebodyelseagain. "Title of Web Page." Site On Which Web Page Was Found. [http://here.is.the.complete.exact/url](http://here.is.the.complete.exact.url) (accessed November 1, 2009).

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Sources consulted but not used

(Author unknown.) "Title of a Web Page I Came Across." Site On Which Web Page Was Found [http://here.is.the.complete.exact/url](http://here.is.the.complete.exact.url) (accessed November 2, 2009).

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My Mom. Personal communication, November 5, 2009.

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