

## **How to give a Presentation and take Notes!**

Thorsten Wagener

Department of Civil and Environmental Engineering, The Pennsylvania State University, 226B Sackett Building, University Park, PA16801, USA

Today's world not just requires engineers to have a sound foundation in their respective discipline, but also to be able to communicate effectively with clients, stakeholders, colleagues, etc. This is particularly expected of engineers with a graduate degree. Learning how to give a presentation is therefore a very relevant part of your graduate education. This talk will provide an introduction into basic presentation skills.

At the same time, the amount of information a graduate student is confronted with in his/her research and lectures is tremendous. Learning how to organize this information in a structured way, so that it is easy to revise before exams is a very useful and necessary skill. The second part of this talk will give a short introduction into a particularly helpful form of note-taking called mind-mapping, which can assist you in improving your efficiency in this area.