

**Vocational Gymnasium
(Berufliches
Gymnasium)**

Requirements for the Written Elaboration of the Fifth Exam Component as a Presentation

Length: Approx. 5 pages

Formatting: Font size 12 pt, 1.5 line spacing, font Arial
A pre-formatted document template can be found on our website.

Structure: **Cover Page (page 1)**
Thesis statement and central question
Formal details: Name, focus subject (Referenzfach), reference subject (Bezugsfach), teachers, school, date

Written Elaboration (pages 2 - 5)

- 1) **Table of Contents** (Note: Small changes to your outline between handing in the elaboration and the oral presentation are allowed.)
- 2) **Presentation of the Work Progress (if applicable of the group)**
 - Short presentation of how the topic was arrived at: How did you find your topic? Did it change during your work process? If yes, how?
 - How does your topic relate to the focus and reference subjects? It has to be clear both from the topic itself and from the central question that there is a relation to the focus and reference subjects. (This is also where you show that your reference subject is not just ornamentation, but is instead important to your presentation.)
 - If applicable a short outline of the group finding process. What were the main criteria for finding the group members? How did you find each other?
 - Background of the topic, placement of the topic in the subject-specific context: What is the general area of your topic? (E.g. environmental science, human rights, architecture, marketing)
 - Reasons for media choices: Which media are you using during your presentation? Why?
 - If applicable reasons for method choices: How did you approach your project? (E.g. interview, visiting libraries, museums, theatres, questioning contemporary witnesses) Why did you chose this approach?
- 3) **Individual Reflection (if applicable by every member of the group):**
Reflections on your individual work process: How did you individually work with your topic and your central question? Did your plans turn out to be realistic? Did you have especially noteworthy personal success while gathering information, e.g. especially fruitful sources? Did you yourself learn something about different approaches to the work and its contents, especially in light of your plans for the future? Did you encounter obstacles? How did you overcome them? (Note: Showing the problems you faced during your work does in no way have a negative impact on your grade. Instead, it shows you are able to reflect on your own work and to work through challenges.)
- 4) **Bibliography**
The bibliography includes all literature and other sources you have used (books, essays, websites, other

materials) It is ordered **alphabetically**. Quote as follows:

(A) Books:

Surname, given name (not abbreviated) of the author. Title. Subtitle. Place of publication: Publisher, year of publication.

Example:

Veit, Susanne. Kreditkarten und Plastikgeld. Wie Sie Vorteile nutzen und Nachteile vermeiden. Stuttgart: Rowohlt, 1997.

(B) Newspaper and magazine articles:

Surname, given name (not abbreviated) of the author. "Title" In: Name of magazine/newspaper. Date of Publication.

Example:

Möllhoff, Christine. "Land der verschwundenen Töchter". In: Der Tagesspiegel. 13.1.2006.

(C) Internet:

Author if known. "Title" URL [accessed: Date of access]-

Example:

„Versicherungen suchen händeringend nach neuen Produkten“. <http://www.business-wissen.de/marketing/.html> [accessed 28.8.2007].

➤ Further information on the quotation format can be found at: <http://www.lisum.berlin-brandenburg.de/sixcms/detail.php/bb1.c.284774.de>

or

<http://www.oszrecht.de/bildungsangebote/studierfaehigkeit-erwerben/berufliches-gymnasium/qualifikationsphase.html>

Bibliography for group presentations:

If you have a group presentations, the bibliography is, if necessary, divided into a general bibliography used by the whole group and individual bibliographies used by the individual group members.

5) Declaration of originality (Eigenständigkeitserklärung):

Finish your elaboration with the following signed declaration,:

Declaration of originality (Eigenständigkeitserklärung):

I hereby declare that I have authored this written elaboration myself and that I have only used the resources I have listed.

Signature

6) Table of the Process of Preparing for the Presentation

In this section you should document that you have planned your presentation long term and that you made use of advisory aid made available to you. Please use the table presented at the end of this document for this. This is also where you note the steps you still plan to undertake after handing in this outline.

Note:

Pay attention to the correctness of your language - spelling, grammar, punctuation.

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6) Table of the Process of Preparing for the Presentation

Date	Process step (content, milestone)	Advice and notes from the teacher	Who did the majority of work for this step?		In which result or aspect of the presentation can the step be seen?
			S1:	S2:	