Master thesis seminar (4)

SILESIAN UNIVERSITY
SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

Word template, revisions, communication, presentation template

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- **1 Word template of final thesis.**

- **2 Communication with supervisor.**

- **3 Revisions.**

- **4 Proofreading.**

- **5 Presentation template for final thesis defence.**

- **6 Task for online seminar.**

1 Word template of final thesis

- Everything connected with final thesis can be downloaded here
  https://www.slu.cz/opf/en/mastersthesis.

- Word template is prepared as an easy way how to write you final thesis – all the formatting and structure is prepared for you.

- **If you manage to break something – use the original template again!**

- First 2 pages – just fill out.

- Abstract, Introduction, chapters, Conclusion were all covered in seminar 2!

Word template of final thesis

- Content – if you follow the formatting in thesis – you can update with a few clicks! It has to contain everything necessary, even the lists of something etc.

- Styles – use them! Heading 1, 2, 3, subheading, normal, source, table etc.

- Paste text! Paste the copied text unformatted (Paste special - unformatted text) or through dialogs (figures, formulas, etc.)

- Never change page settings! Everything is prepared as it should be.

- Save your thesis to cloud so you do not lose progress when you lose your computer.

Word template of final thesis

- It helps to change your office to English.

- Show/Hide Ctrl+8 – helps you find out where is a problém with your formatting.

- Ctrl+A, Ctrl+End, Ctrl+Shift+V, Ctrl+F are all usefull.

- References – Insert Footnote, Insert Caption.

- Insert – Page Break, Pictures, Table, Graph.

- List of Tables and List of Figures can be updated automatically if you use the proper formatting.

- Use the system that your supervisor has set for you – e-mail/Moodle/Teams.

- Remember good time management – your supervisor has other students, lectures, projects etc. If you want them to read dozens of pages and give feedback it takes time.

- If you are e-mailing – always use „reply" function!

- Always state what is new in your thesis so your supervisor does not need to look for one word that you have changed.

- You will do a lot of revisions! Be prepared that iteration is the way to go.

- Keep track of your revisions so you can send it to your supervisor.

- Use Review – Track changes (Ctrl+Shift+E) for texts that need to be perfect.

- Always proofread texts before sending them to your supervisor.

- Office tools help! If its red/blue – try to find the source of the problem.

- Editing = changing the meaning, e.g. reading a paragraph and changing the way how you describe the idea. Proofreading = checking for errors, e.g. misspelling.

- The most important check is before thesis submission.

- Everything connected with final thesis can be downloaded here https://www.slu.cz/opf/en/mastersthesis.

- Again, everything is prepared for you, do not change formatting.

- Presentation should contain –slide with names, slide with presentation agenda, slide with thesis aim, slide with methodology, slide(s) with most important results, slides with recommendations, slide with conclusion, slide with questions from assessments.

- Do NOT focus on animations, transitions etc., you are there to clearly communicate your thesis in around 8-9 minutes! Try your speach at home and cut/add where necessary.

- Try your presentation at home with someone who does not know the topic – is your presentation understandable?

- Do NOT use small font size!

- Pictures and videos can be good to communicate something, but you are limited by time and space.

- Focus on your recommendations.

- Download the Word template and start writing!

- Get the definition of Marketing from here https://www.ama.org/the-definition-of-marketing-what-is-marketing/

- Create Table with the amount of Master thesis seminars in a month.

- What have you learned in this seminar? Create a paragraph with bullet points about it.

- Paste a funny picture into the template.