



# How to use the PowerPoint-presentations

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NO DEATH BY POWERPOINT INTENDED

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**Dear colleagues, teachers, students, general readers**

As with the book, we tried to create and design the PowerPoint-presentations to the best of our knowledge and ability.

However, should you spot any mistakes or shortcomings, or have general suggestions for improvements, please feel free to contact us or the publisher.

**Using the PowerPoint-presentations**

The 12 PowerPoint-presentations provided online cover the most important points outlined in the 12 units of the book. You will notice that due to length of some

of the presentations, they will have to be covered in two lecture sessions, or – alternatively – be shortened and/or adapted according to your needs (feel free to add your own pictures, graphics, examples, etc.). It is also possible to use the presentations as they are, while focusing only on the most important slides.

**Please note** that the PowerPoint presentations will be updated in regular intervals. Therefore, we will always date the presentations (e.g., Media\_a Balanced Approach\_version 05.10.2015).



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