Office Professional Topics

Chapter 9: Presentation Activity

Presentation: Choose one of the following topics, and prepare a five- to ten-minute presentation for your class. Follow the steps in this chapter to plan, prepare, and deliver your presentation. Plan for two to three main points, each developed through research.

Create slides for the title, table of contents/main points, body, and credits. Use action buttons linked to points in the presentation, smart art, hyperlinks, backgrounds, and multiple images.

Topics:

* Time management
* Stress management
* Conflict resolution
* Public speaking tips
* Leadership tips
* Ethics in social networking in the workplace
* Social media ethics
* Other (approval from instructor)

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| **Description** | **Excellent 5 points** | **Acceptable 4 points** | | | **Unacceptable 1 point** | | | **Incomplete 0 points** | |
| Work produced | * Was complete * Was accurate (free of errors) * Was submitted on time or earlier * Was completed with few questions * Exceeded the minimum requirements; creative solution to the problem was evident | * Was complete * Was accurate (but may include some minor errors that would be considered acceptable) * Was submitted on time (not early) * Met the minimum requirements; no creative elements were evident | | | * Was complete * Contained grammatical and typographical errors * Was submitted after required deadline * Did not meet the minimum requirements   Note: Student may correct the document and resubmit for 3 points. | | | * Did not submit or was incomplete   Note: Student may submit complete and correct document for 2 points. | |
| **PROJECT AND TASK** | | | | **POINTS EARNED** | | | | **COMMENTS** | |
| Presentation | | | | **Submissions** | | | |  | |
|  | | | | 1st | 2nd | | 3rd |  | |
| **Presentation** | | | |  |  | |  |  | |
| 1‐1 Planning of Presentation | | | |  |  | |  |  | |
| Task 1: Purpose of presentation | | | |  |  | |  |  | |
| Task 2: know your audience | | | |  |  | |  |  | |
| Task 3: Time and Setting | | | |  |  | |  |  | |
| 1‐2 Research and write presentation | | | |  |  | |  |  | |
| Task 1: Credible Sources | | | |  |  | |  |  | |
| Task 2: Organize Information | | | |  |  | |  |  | |
| Task 3: Develop an Opening (be believable) | | | |  |  | |  |  | |
| Task 4: Develop a strong closing | | | |  |  | |  |  | |
| 1‐3 Prepare Visuals | | | |  |  | |  |  | |
| Task 1: interactive/images | | | |  |  | |  |  | |
| Task 2: Bulleted/highlights of materials | | | |  |  | |  |  | |
| Task 3: appropriate slides (using  Tips from reading) | | | |  |  | |  |  | |
| 1‐7 Practiced (confident and clear) | | | |  |  | |  |  | |
| 1‐8 Connect with Audience | | | |  |  | |  |  | |
| 1-9 Able to Answer Questions | | | |  |  | |  |  | |