As employees in workplace settings or continuing academics, the importance of presentation skills is crucial for success. In workplace settings, you might be expected to present your findings about a certain market or section of your client community. Alternatively, you might be expected to train your colleagues with certain skills. Similarly, in academic settings, you might be expected to present data persuasively and demonstrate research skills.

In order to hone your presentation, research, and training skills, the following assignment expects you to choose one of the following listed topics and conduct a short presentation and training workshop. The logistics of the assignment are as follows:

**Logistics**
1. Present for 7-10 minutes with your partner on a topic you choose (Information is available in the textbook, but you must look at online sources for additional information.)
2. You may plan a short activity where you can have your colleagues participate and interact with you in the activity. Whether you plan a short activity or not, interactivity is an important component of the assignment.
3. You need to provide a list of additional resources available online that your colleagues can look up on the topic.
4. At the end of the presentation, you need to present a handout to your colleagues listing the main points of the topic you presented and the list of resources you found.

**Deliverables**
1. Presentation/Activity 25 points
2. Handout 25 points

Choose a partner for this assignment, and sign your names into the corresponding box.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date</th>
<th>Name of Presenters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating Effective Presentations</td>
<td>1/29</td>
<td></td>
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<tr>
<td>Writing Persuasive Messages</td>
<td>2/5</td>
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<tr>
<td>Apologizing in Business Settings</td>
<td>2/12</td>
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<tr>
<td>Creating Documents that Get Read</td>
<td>2/19</td>
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<tr>
<td>Creating Effective Teamwork</td>
<td>2/19</td>
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<tr>
<td>Achieving Globalization</td>
<td>2/26</td>
<td></td>
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<tr>
<td>Negotiating Conflicts</td>
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<tr>
<td>Posting for Job Ads Online</td>
<td>3/19</td>
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<tr>
<td>Creating Online Resumes</td>
<td>3/30</td>
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<tr>
<td>Preparing for Interviews</td>
<td>4/2</td>
<td></td>
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<tr>
<td>Making Effective Follow-ups</td>
<td>4/9</td>
<td></td>
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<tr>
<td>Networking in the Workplace</td>
<td>4/16</td>
<td></td>
</tr>
</tbody>
</table>

Make sure you make note of the date you present on.
**Evaluation Criteria**

**Presentation**

1. Organization
   a. Strong Introduction/Overview
   b. Strong Conclusion
   c. Overall Flow

2. Audience
   a. Engage Audience
   b. Adapted to Audience

3. Content
   a. Present information on assigned chapter
   b. Handled questions professionally
   c. Complete, clear, and concise

4. Activity
   a. Related to topic
   b. Creative and original
   c. Encouraged class participation

5. Delivery
   a. Well-rehearsed
   b. Eye-contact/use of notes
   c. Voice volume + tone + rate
   d. Gestures (stance, mannerisms)

**Handout**

1. Audience
   a. Target Audience

2. Content
   a. General Overview
   b. Sources related to topic (5) (including textbook if applicable)
   c. One page (Can use the back for activity)
   d. Maintain balance between visual and text
   e. Use heading/subheadings/bullets/boxes
   f. Use white space
   g. Avoid wordiness

3. Visuals
   a. Use professional visuals
   b. Use appropriate typefaces (NO Times New Roman)

4. Correctness
   a. Mechanically sound
   b. Consistent expression and style
   c. Professionally organized