



PRESENTATION ASSIGNMENT

In this project, you will demonstrate your understanding of a business communication topic through a class presentation.

Your presentation must be 5-7 minutes in length and it must include a PowerPoint (even though you are required to create a PowerPoint, it should not be the focus of the presentation).

Task 1

Pick a partner and select a topic from the following list:

- How are businesses using **text messaging**?
- How are businesses using **social media**? (focus on Facebook, Pinterest, and Instagram)
- How are businesses using **social media**? (focus on Twitter, Snapchat, and LinkedIn)
- How are businesses using **online surveys**?
- How to manage/run a **business meeting** (include agendas and minutes)?
- How to conduct an **interview**? (include both employer and employee perspective)
- How to use **collaboration skills** (both online and off)
- How to use **networking skills** (both online and off)
- How to resolve **conflict** in the workplace?
- How to prepare a **proposal** and/or **pitch** for a business project?
- How to use effective **telephone skills** in business?

Task 2

Research (gather information about the topic). You may use the web, books, articles, etc.

Task 3:

Organize the information you collected.

Task 4:

Plan the presentation by creating an outline. Get the outline approved before moving on.

Task 5:

Prepare a detailed plan of your presentation and create your PowerPoint.

Task 6:

Practice the presentation with your partner.

Task 7:

Modify and/or revise the presentation (if needed).

Task 8:

Practice, practice, practice.

Task 9:

Present to the class.

