

Group Chapter Presentations

Total Score: 100 points

Due: November 10th

In groups, you will have to summarize and present the information from one of four chapters:

- [Chapter 4 - Planning Business Messages](#)
 - Fansekar Roy
 - Song Duri
 - Umpaipan Piyawan
 - Seo Hye Ji

- [Chapter 5 - Organizing and Drafting Business Messages](#)
 - Kim Dohye
 - Youn Jung Ho (Kate)
 - Kyselova Alina
 - Choi Saerom Irine
 - Camacho Rosalia

- [Chapter 7 - Short Workplace Messages and Digital Media](#)
 - Kozlova Marina
 - Gao Ximan (Iris)
 - Song Su Jin
 - Lucchetti Vinicius

- [Chapter 8 - Positive Messages](#)
 - Kim Manseong
 - Noie Yuta
 - Babynets Roman
 - Dos Santos Caio
 - Alpyspayeva Aigerim

This assignment has three main parts:

Preparation - 40 points

- Please have an original powerpoint presentation.
 - Do not just use the one I have provided.
- Please turn in a written summary or outline of your presentation.
- Please make some questions for the class to answer during your presentation.
 - 5-10
 - Bring copies for the class and one for the teacher.
- 3x3 writing process
 - Are all of your documents and slides free of errors and understandable?

Presentation - 50 points

- Group - 20 points
 - Is your presentation within the time limit?
 - 20-30 minutes
 - Did you follow your outline?
 - Did you present all your information?
 - Was it presented in an understandable way?
 - Did everyone speak?
- Individual - 30 points
 - Professionalism
 - Are you dressed professionally?
 - Did you practice?
 - Did you speak equal to your other members?
 - 5-7 minutes
 - Can we understand you?

Q&A - 10 points

- Please go over the answers for your class questions.
- Please be able to answer questions about your presentation.

Please remember that this is a group activity. Everyone must work together and participate equally. Because of this, everyone in the team will receive the same score other than the individual part of your presentation.

If a member refuses to participate or if there are any serious problems, please talk to me asap. **Refusal to work with your group will result in a grade of zero.**

