## **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
  - o Fansekar Roy
  - o Song Duri
  - o Umpaipan Piyawan
  - o Seo Hye Ji
- Chapter 5 Organizing and Drafting Business Messages
  - o Kim Dohye
  - Youn Jung Ho (Kate)
  - Kyselova Alina
  - o Choi Saerom Irine
  - o Camacho Rosalia
- Chapter 7 Short Workplace Messages and Digital Media
  - o Kozlova Marina
  - o Gao Ximan (Iris)
  - o Song Su Jin
  - o Lucchetti Vinicius
- Chapter 8 Positive Messages
  - Kim Manseong
  - Noie Yuta
  - o Babynets Roman
  - o Dos Santos Caio
  - o 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
  - o 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.