Writing and Presentation Assignment

Please write a 1 ½ to 2 page document and prepare a 10-15 minute presentation on the topic of your choice.

Choose a topic that requires business or technical writing. You can choose to provide an opinion or position on a subject, or an explanation, or “how to”.

For example, if you have been in a situation where you thought that things could done differently or better then you can present what you would have proposed for that situation to us.

If you choose to provide an explanation or “how to”, try to choose a topic that can be described well in writing. Avoid topics that are best explained only by demonstration or by diagrams.

You may include quotes from other people, and/or copy statements from the Internet. However, all quotations must have a citation for the source. Quotations shorter than one line can appear in line with your own written work but must appear within quotation marks. Example: “One horse laugh is worth a thousand syllogisms” (Attributed to H. L. Menchen). Quotations longer than two lines must appear as a separate paragraph that is indented on both the left and right, but do not require quotation marks. Example:

if syllogisms must be taken for the only proper instrument and means of knowledge; it will follow, that before Aristotle there was not one man that did or could know anything by reason; and that since the invention of syllogisms there is not one [in] ten thousand than doth. – John Locke

The purpose of this assignment is to determine whether you can write a clear, coherent message.