**D339 Task 2 Checklists (WGM2)**

*Note:* *First, you should not submit this task until you know Task 1 has passed.* *This task requires completing a PowerPoint and recording a video. You will not need to write anything in this Word document, but we provide helpful tips and checklists below.*

**Section A: Slide Presentation**

Create a PowerPoint with at least 5 slides based on the two main points from your Blog Post in Task 1.

**A1. Slides & A2. Visual Elements** (this checklist will help you determine that you are meeting sections A1 and A2 in the rubric)

**Checklist for the PowerPoint Slides**

* Do you have at least 5 slides?
* Do you have a title slide?
* Do you have a preview of the main points (an agenda slide) that tells the audience what you will be talking about?
* Do at least 2 of the slides have visual elements (such as charts, graph, or photographs) that are tied to your topic?
* Did you include appropriate references and citations for any information that should be attributed to an outside source (including the visuals)?
* Do you have at least one slide explaining the technological product, process, or practice?
* Do you have at least one slide explaining the benefits of the product, process, or practice to the employees or company?
* Do you have enough material to cover a presentation that will be at least 4 minutes long but not over 10 minutes?

*Note: For help developing your PowerPoint slides, see Section 4 in the course learning resource. There is information about building PowerPoints in both lessons 1 and 2 from Section 4.*

**Section B: Narrated Multimedia Presentation**

You will record yourself doing a 5-7 minute (leeway allows for 4-10 minutes) voiceover presentation with your PowerPoint on the screen.

**Checklist for Panopto Recording**

* Discusseach main point from your blog post.
* Include all the slides from Part A (minimum of 5 slides)
* Verbally discuss your visuals and give credit to the source
* Verbally cite any sources if used: “According to Smith in 2022...”
* Make sure your microphone works before recording.
* Make sure you speak clearly and at a slower, yet conversational, pace.
* Make sure your slides are part of the video recording, but you are not on camera.
* Check the length of your presentation (4 to 10 mins).
* Submit the **view link** (not the “share” link)for your Panopto URL.
* Verify the link you submitted goes directly to your Panopto video.
* Include all references used in Task 2 in Section C of this document and/or as a last slide on the PowerPoint.
* Upload your PowerPoint to the submission space too!

*Note: For help on delivering a speech, please see Section 4, toward the end of Lesson 2.1 in the course learning resource. This lesson provides some tips on effective verbal and nonverbal communication during the presentation, practicing your presentation, and dealing with any stage fright issues you may experience.*

**Section C: Sources**

Please provide the full reference list entry for any outside information used. You may add that in this Word document and submit this, or add them as a final slide in your PowerPoint. Any information you use from an outside source (whether directly quoted, paraphrased, or summarized) should have both an in-text citation at the end of the sentence where you quoted, paraphrased, or summarized (or below/beside the visual) and a reference list entry in this section. A reference list entry should include the following 4 items in this order:

1. Author (or organization as author)
2. Date (or n.d. if no date)
3. The title of the article, book, or website
4. The publication information (if a website, the direct URL link; if a book, the publisher name and city; if a journal article, the name of journal, volume, issue and page numbers and/or the doi link)

**Section D: Professional Communication**

Please review your submission, checking for spelling and grammatical errors before you submit. For more information and help with professional communication see this [Professional Communication Resource](https://cm.wgu.edu/t5/Writing-Center-Knowledge-Base/I-Need-Help-with-Professional-Communication/ta-p/23355).