

M5 – Group Presentation

Business Communication

Assignment Requirements

Students will be challenged to work in groups to explore a common communication and/or workplace problem, ultimately designing and delivering a 10 minute recorded presentation addressing:

1. Causes of the problem
2. Potential solutions to the problem
3. Actions that will address the problem.

Students will be organized into groups, and should submit their group agreement and topic by **Sunday of Module 1, 11:59 pm**. The M5 – Group Presentation Infographic is tied to this subject, but should be considered a distinct assignment and will all be graded separately.

Groups may choose to view this as a training video that can be shared in their workplace to avoid common communication pitfalls.

Each group member should speak for roughly the same amount of time. Group members should be prepared to reference course readings and class lectures that pertain to the topic at hand.

Students should use Zoom meeting to record their presentation in the style of a webinar with multiple stakeholders and presenters. It is important that the presentation is recorded in one shot (continuous, without using any editing software) to simulate the process and feel of this style of meeting.

Please note: You are not beholden to your first take, you can record several times.

There are two steps for submitting this assignment, both due **Sunday of Module 5, 11:59 pm**:

Step 1: Submit the presentation

Elect one member of your group to embed the video and upload any supporting documents to the M5 – Group Presentation link.

Step 2: Embed the presentation

Elect one member of your group to embed the video in your group's thread in the M6 Class Discussion – Group Presentation Feedback forum. You will revisit this as part of your M6 Class Discussion.

We encourage groups to practice connecting and recording with Zoom in Modules 3 and 4. If you have any questions or issues setting up your Zoom meeting, recording, or submitting this assignment, please call the PSC—the phone number can be found in the **Technical Help** section of the course.

Rubric

This is an individual assignment and accounts for 10% of your overall grade. You will be assessed according to the following rubric.

Group Criteria	Deficient 0< score <7	Adequate 7< score <8	Good 8< score <9	Excellent 9< score <10
Makes good use of time, presenting neither too much nor too little information				
Envisions a specific audience and uses tone and language specific to the audience				
Designs and uses PowerPoint slides and/or other visual aids effectively				
Demonstrates effective coordination, delivering a coherent and unified presentation				
Presents a thorough analysis of the main issues or problems				
Identifies key stakeholders and messages appropriate for each one				
Cites relevant research and information sources				
leaves time for questions and answers them effectively				
Individual criteria				
Is well prepared and demonstrates thorough knowledge of the topic				
Organizes the material well (unified, coherent, developed)				
Connects remarks to other speakers' ideas				
Pronounces words clearly and articulately				
Uses effective volume and pacing (neither too loud nor too soft, neither too fast nor too slow)				
Interacts with and effectively engages the audience				
Uses effective body language (eye contact, posture, gestures, facial expressions, dress)				