

Jean Lunde  
Century College  
White Bear Lake, MN 55110

July 18, 2019

Julie Daniels  
Instructor, English Department  
Century College  
White Bear Lake, MN 55110

Dear Ms. Daniels,

I am submitting my final project, a presentation titled "The Dangers of Using PowerPoint as a Communication Tool," with a subtitle of "...and How to Use it if you Must."

My presentation contains an oral script, PowerPoint slides, a printed handout, and bibliography. As stated earlier, my audience is Century College students who are entering scientific, engineering, and technical fields. I want to make them aware of the dangers of using PowerPoint for serious communications and suggest ways in which to best display technical data.

Since my last assignment submittal, I edited my oral script a bit more. In addition, I added a cover page describing my context. My oral script document exceeds the 2000 word maximum, however, if you deduct the Gettysburg address (not my writing☺), the context page, my blue and green text references, title, and subheadings, my total word count is compliant at 1988 words. (I am not counting the words in the captions for my visual aids, Works Cited, and bibliography.)

Your class taught me a lot about presenting documents professionally. I will continue to consult the class textbooks in the future when I need to write a document. I am pleased with my work on this project. I hope you enjoy my presentation.

Sincerely,

A handwritten signature in cursive script that reads "Jean Lunde".

Jean Lunde  
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Enclosures (4)