

Final Assignment: Presentation on Report to Maria Carman

Summary of the Assignment:

- **Task:** In this assignment, you will prepare a PowerPoint presentation, with audio, to the full-time workers and Maria Carman as a follow-up to your report to Ms. Carman.
- **Length:** Your presentation will comprise 5-8 slides and be 4-7 minutes in length.
- **Graphics:** You must include at least three graphics.

Brief Description and Strategies to Follow:

You have written a report to Maria Carman about the concerns you have about All Washed Up. Ms. Carman has now asked you to give a brief summary of your report as a presentation to her and the full-time workers at All Washed Up.

You will prepare a PowerPoint presentation of 5-8 slides for Ms. Carman and the full-time workers that **summarizes the problem and solution** presented in your report to Ms. Carman.

You will record the presentation by integrating audio into the PowerPoint and posting the PowerPoint file to the assignment folder. You may post the presentation to the web and provide a link to the presentation, if you would prefer that approach.

Helpful Guides and Resources:

- [Add or Delete Audio to your PowerPoint Presentation](#)
- [PowerPoint: Inserting Audio](#) by GCF Global