A Grade Writing Assignment #1

**Power Point Presentation With Audio Based on Research Report**

**Assignment Summary**

This is an additional assignment to be completed ONLY if a student wishes to achieve the grade of “A” in WRTG 394.

**How This Assignment Relates to Your other WRTG 394 Assignments**

To complete this assignment, you will need to make use of your research report. That report, WA #3, will provide you with the information that you will present in your writing assignment.

**What you must provide for A Grade Assignment #1, a Power Point Presentation of your Research Report (WA #3)**

1. **A Power Point presentation (minimum 10 slides) that covers the main points of your research report.**
2. **You PP presentation should use a consistent theme so that the presentation has the appearance of a typical business PP presentation.**
3. **Your PP presentation should have an audio component. Here are helpful links to guide you in adding audio to your PP presentation (Hold the Control key down and click on either link to open it in your browser):**

[**Add or delete Audio in Your PowerPoint presentation**](https://support.microsoft.com/en-us/office/add-or-delete-audio-in-your-powerpoint-presentation-c3b2a9fd-2547-41d9-9182-3dfaa58f1316#:~:text=In%20Normal%20view%2C%20click%20the,controls%20appear%20on%20the%20slide.)

[**PowerPoint: Inserting Audio**](https://www.youtube.com/watch?v=pP3kTmsnbnY) **by GCF Global**

**Suggestions to Consider for this Assignment**

This assignment allows you a maximum of freedom to create a Power Point presentation. Here are a couple of tips to consider that will help make your presentation successful:

1. Use your executive summary to help you determine the content for your presentation. Writing that summary has already helped you determine the key points of your report. Putting together your PP presentation then becomes a matter of translating the summary into PP slides.
2. Remember, a good PP presentation doesn’t try to put too much information on a single slide. It’s okay to have more than ten slides. Think of your PP presentation as a visual equivalent of your executive summary.
3. While it’s okay to have more than ***ten*** slides, too many slides can kill the effectiveness of a PP presentation. Fifteen slides? Okay. More slides than that – perhaps too much detail for a presentation.

**Have fun!**