**Western Governors University**

**C768 Technical Communication Task 3**

**Main Scenario for All 3 Tasks:**

You have recently been hired to work in your current field of study. Your new manager has informed you that the organization values innovation and asks that new employees write a white paper on an emerging technology, practice, or process in the field they studied in college. She has told you that after you write the white paper and post it on the company’s internal SharePoint site, you will also be creating several additional reports for different audiences: an executive summary, a press release, a FAQ, and a multimedia presentation that you will deliver to colleagues in your department. You will also need to write an email inviting your colleagues to your multimedia presentation.

**COMPLETE TASK 2 BEFORE BEGINNING TASK 3**

A. Write an email to your colleagues inviting them to attend a presentation based on your white paper. The email should comply with the requirements listed in the learning resource for emails.

1. Explain how the audience for your email affects the tone and diction of your writing.

2. Explain how the audience for your email affects your use of industry jargon and technical information.

3. Explain how concerns about message timing, message sensitivity, and message classification may possibly affect your message audience and document distribution plan.

B. Create a presentation using PowerPoint or another brand of presentation software. The presentation should contain the contents of your white paper and include the following:

1. The presentation should have a minimum of five slides, including the title slide.

2. At least two of the slides should include visual elements (photos, chart, graphs, etc.).

3. Explain how the audience for your presentation affects its tone and diction.

4. Explain how the audience for your presentation affects your use of industry jargon and technical information.

C. Create a Panopto video of your presentation. The video should show you delivering your presentation orally, as well as the PowerPoint (or other presentation platform) you created. The presentation software slides and you should both be visible on the screen throughout the video. Suggested length of your presentation, 5-10 minutes.

*Note: For instructions on how to access and use Panopto, use the "*[*Panopto How-To Videos*](https://wgu.hosted.panopto.com/Panopto/Pages/Sessions/List.aspx#folderID=%22291182f0-cb6a-466a-929c-2cbac05f0109%22)*" web link. To access Panopto's website, navigate to the web link titled "*[*Panopto Access*](https://wgu.hosted.panopto.com/Panopto/Pages/Home.aspx)*", and then choose to log in using the “WGU” option. If prompted, log in using your WGU student portal credentials, and then it will forward you to Panopto’s website.*

*To submit your recording, upload it to the Panopto drop box. Once the recording has been uploaded and processed in Panopto's system, retrieve the URL of the recording from Panopto and copy and paste it into the Links option. Upload the remaining task requirements using the Attachments option.* (wgu.hosted.panopto.com)

D. Acknowledge sources, using in-text citations and references or in-line attribution, for content that is copied, quoted, paraphrased, or summarized.

E. Demonstrate professional communication in the content and presentation of your submission.

**C768, Task 3**

**Author’s Full name, Including Middle Initial**

**Western Governors University**

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# **Email**

<Add your content here. See **Lesson 2, Lesson 4: Writing an Email**>

## A1. Tone and Diction

<Add your content here. Discuss things like word choice/jargon, tone, register (level of writing formality) and purpose.>

## A2. Industry Jargon

<Add your content here. Read about ‘jargon’ in **Lessons 1, 4, 5**.>

## A3. Message Timing

<Add your content here. See **Lesson 2**.>

# PowerPoint (or other presentation software)

<Content is not required here. **Please also upload a copy of your White Paper.**>

## B1. Slides

<Using a complete sentence, state the number of slides in your presentation and include a screen shot of each. If your presentation uses PowerPoint, you could alternatively state the name of the file, number of slides, and upload the file. See **Lesson 5.2.1: Presentation Fundamentals: Components of a Presentation**>

## B2. Visual Elements

<Using a complete sentence, state the number of visual elements in your presentation. See **Lesson 5.2.1**>

## B3. Audience and Tone

<Add your content here. See **Lessons 1, 4**>

## B4. Audience and Jargon

<Add your content here. See **Lessons 1, 4, 5**>

# Panopto Presentation

<Enter the link to your Panopto presentation.>

*Note: For instructions on how to access and use Panopto, use the "*[***Panopto How-To Videos***](https://wgu.hosted.panopto.com/Panopto/Pages/Sessions/List.aspx#folderID=%22291182f0-cb6a-466a-929c-2cbac05f0109%22)*" site. To access Panopto's website, navigate to "*[***Panopto Access***](https://wgu.hosted.panopto.com/Panopto/Pages/Home.aspx)*", and then choose to log in using the “WGU” option. If prompted,* ***log in using your WGU student portal credentials****, and then it will forward you to Panopto’s website.*

*If you have trouble with uploading your recording to Panopto, please contact Assessment Services (AssessmentServices@wgu.edu).*

# Sources

<Add your content here. All sources and their in-text citations should appear in APA format.

Tip: Great APA site: <https://owl.english.purdue.edu/owl/resource/560/01/>

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**E. Professional Communication**

**What to do:** Your submission must be created with proper professional clarity, organization, and mechanics. This isn’t just grammar but the overall quality of what you’re presenting. Are paragraphs well-formed and contain industry-based information? Does the material flow in a logical pattern and are the headings easy to locate?

Note: Use a grammar checking software (Like the free version of Grammarly) to locate errors you might have in your submission.

Note: Your submission must be your original work. No more than a combined total of 30% of the submission and no more than a 10% match to any one individual source can be directly quoted or closely paraphrased from sources, even if cited correctly. Use the Turnitin Originality Report available in Taskstream as a guide for this measure of originality.

[Grammarly](https://www.grammarly.com/?q=brand&utm_source=google&utm_medium=cpc&utm_campaign=brand_f1&utm_content=76996511046&utm_term=grammarly&matchtype=e&placement=&network=g&gclid=Cj0KCQjw9JzoBRDjARIsAGcdIDVIuFe9c33tSvQwsR0qYHNXVp_gHBNu1rNNdSIiQZyvZyTJRkyrwKkaAgMBEALw_wcB) is recommended for checking articulation.

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