Note: This document works as a template for your C768 Task 1 submission. Please replace all the RED content with your own material. There are partial examples for each of the sections. These are only intended for you to gain insight as to how the material might be organized, not for you to use in your document. Remove this note before submitting.

**Task 3**

**C768 – Technical Communication**

**Your name here**

**Student ID Your ID Here**

**Western Governors University**

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# **Email**

|  |
| --- |
| From:  To:  Subject: |

Good morning everyone,

As part of the engineering team’s monthly Lunch and Learn series, I will be giving an exciting presentation about Azure Sphere for the next upcoming session. I warmly invite you..

Regards,

Frank Zappa

Research Engineer

[shinton@newmedic.com](mailto:shinton@newmedic.com)

## A2. Email Tone

The target audience for the email is company peers from the same department (ie. Engineering). The email was worded less formally than the white paper and the executive summary for this reason. Peers from the same department are more likely to know each other better through working more closely together, so a friendlier tone ..

## A3. Email Jargon

Jargon was not necessary to include in a straightforward invitation email. The reader was not expected to know anything about Azure Sphere, so mentions of it without an explanation was intentional. The reader was expected to know the term “Lunch and Learn” due to this type..

## A4. Email Message Timing, Sensitivity, and Classification

This email should be sent with specific timing. It’s best if it was distributed at least two weeks in advance of the presentation date. This allows enough time for interested peers to register for the event and ensure their calendar is free during the presentation date and time. Allowing enough time..

# Presentation

For the slide presentation, the two main concepts that needed to be covered were an explanation of Azure Sphere’s features, and the technical challenges that Azure Sphere would solve for Newmedic. These two areas were included in the white paper, so information was pulled from there and distilled into a briefer form more appropriate for a set of slides. It’s difficult to verbally summarize .. A summary slide was included at the end. In total, there were eleven slides.

**B1. Slides**

**Note: Not all the example slides are included. Include all your presentation slides here. You may also attach a separate PowerPoint presentation file.**

## 

Text

Description automatically generated

## B2. Visual Elements

Two visual elements were used in the slide presentation. One was a table listing the Seven Properties of Highly Secured Devices, and the other was a diagram depicting the software architecture of the Azure Sphere operating system.

## B3. Presentation Tone

The target audience for the presentation is company peers from the same department (ie. Engineering). The presentation’s spoken language is less formal than the white paper and the executive summary for this reason. Peers from the same department are more likely to know each other better through working more closely together, so a friendlier tone ..

## B4. Presentation Jargon

The presentation’s audience already has an extensive a technical background as they are all professional engineers. They have spent a substantial amount of their career working with both embedded devices and remote cloud services. Using language and technical jargon..

# Panopto Presentation

<https://wgu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=853f0464-1067-489-8df4-ae5701628e69>

# Sources

Figure 1: Azure Sphere OS architecture (Microsoft, n.d.), retrieved from <https://docs.microsoft.com/en-us/azure-sphere/product-overview/what-is-azure-sphere>

Table 1: Seven Properties of Highly Secured Devices (Microsoft, n.d.), retrieved from <https://www.microsoft.com/en-us/research/uploads/prod/2020/11/Seven-Properties-of-Highly-Secured-Devices-2nd-Edition-R1.pdf>