

**Professional Communication I (SFB51015)**  
**Final Group Presentation (Final Exam)**  
**20 Minutes**

This is a **graded** group presentation. Your group will prepare and present on your chosen topic on the day and time assigned on the schedule. Each member needs to be present and sign the sign-up sheet. If you are not present on the day of the presentation, you will fail the assignment.

\*On the day of your presentation, all presenting teams should arrive **15 minutes early** in order to upload presentations and prepare the classroom.\*

**Audience, Tone, Dress:** This is a professional presentation in front of an unknown audience. This means you do not know your audience, and the tone should be professional. **You should also dress to impress.** Business casual or better is the dress code (no sneakers, strapless shirts, t-shirts, hoodies, ball caps or other hats; be aware of skirt length, sagging jeans, condition of pants/slacks, shirts, shoes, etc.).

**Content:** The subject is chosen by your group. Be aware of time limitations, and be discriminating about what you choose to present. The subject should be appropriate to an academic and/or business setting (a presentation of your holiday, then, would not be appropriate to the setting). The presentation should flow logically and make sense to your audience. Also, be careful of spending too much time on one thing or trying to present too much. Try to balance the time spent on each point. **You should be within 2 minutes of the 20 minute-requirement.** You will be stopped at 20 minutes.

**Structure:** Introduction, Body, Conclusion (use Theobald's *DYPS* for tips)

**Introduction:** You can and should introduce yourselves or have someone else introduce you before your presentation (which would mean having a short bio of your group written out for someone else to read). Introductions often have an attention grabber of some kind and a preview introducing the main points you will cover in your presentation.

**Body:** The body should consist of the main points of your presentation **followed by examples.** The most effective presentations have examples or some kind of illustration, anecdotes, etc. expounding on each point in order for the audience to remember the main ideas.

**Conclusion:** The Conclusion should review your points and wrap up the presentation neatly.

**Footnotes or in-text citations:** Sources for presentations should be cited. Footnotes can be a minimally invasive way of citation. However, if the footnoting becomes too conspicuous on the slides, then you may have to simply do an in-text citation with parentheses, the last name of the author, and page number like so: (Wagner 24), after your citation. Regardless of your method, make sure all your sources are listed in a bibliography at the end.

**Bibliography:** This is an integral part of your presentation. Make sure all your sources are cited formally and correctly in your method of citation (MLA, APA, etc.).

**Visual Aids:** Although PowerPoint is preferred in this course, you may also choose to use accentuate that program with other visual aids you think may be effective (e.g. Prezi).

**Participation and Grading:** All group members are required to actively participate orally in this presentation. This is a graded assignment, according to the criteria set out in Theobald's *DYPS*, as well as the things we have focused on in the Feedback and Assessment Sheets throughout the semester.

### **Assessment Criteria:**

- **Response to Task**
  - Choice of topic
  - Audience and Purpose
  - Development of topic
  - Research, references
  
- **Fluency and Coherence**
  - Delivery
    - **Volume, (including variation of volume and tone)**
    - **Eye Contact, Non-verbal Communication**
    - **Pace (tempo), Pause,**
    - **Presence, Poise**
    - **Pronunciation, Projection, Poise**
    - **Stress**
  - Linking between group members
  - Consistency of Visuals
  - Capacity to Communicate
  
- **Lexical Resource**
  - Broad and Varied Vocabulary
  - Language appropriate to topic and audience
  - Nuance / flexibility with language
  
- **Grammatical Range and Accuracy**
  - Grammatical correctness
  - Capacity to vary sentence arrangements
  
- **Pronunciation**
  - Clear
  - Well-paced
  - Easy to follow
  - Variation of tone, stress, volume