

Interview and Roundtable Project – Business Presentations

Course Objectives Addressed in this Project

- Communicate effectively in meetings, round tables, discussion groups, project teams, and other formal and informal business settings.
- Analyze audiences and select appropriate delivery methods.
- Demonstrate a professional image when presenting business information.
- Use proper grammar and vocabulary.
- Demonstrate proper vocal and nonverbal communication.
- Develop, ask, or answer questions while interviewing, being interviewed, or presenting information.

Project Overview

Informational Interview Activities: You will interview a person working in a position of interest to you and prepare and submit supporting documents from the interview.

- You will interview someone who is in a mid- to high-management position in a company or organization.
- The individual should have an educational background similar to what you will have upon graduation and/or be working in a career area in which you are interested.
- Select someone who is **not** a close relative or a university employee (*no siblings, parents, grandparents, or immediate in-laws*).

Meeting/Roundtable Activities: You will serve as a member of a team and participate in business meetings to plan, prepare, and present a roundtable discussion based on your informational interview.

Project Steps

A - Team Orientation Meeting: Meet with members of your teams to agree on roles and interview questions.

1. Follow the agenda distributed.
2. Establish team roles: leader, recorder, timekeeper, etc.
3. Brainstorm common questions (5 to 8) to be used by all students in their interviews.
4. Develop individual questions (5 to 8) you will ask during your interview.
5. Post notes from the meeting in your team's private discussion workspace: a) identify who was present, b) team roles, c) summary of discussion (follow the agenda), and d) action items (who, what, by when).

B - Informational Interview: Schedule, plan, and conduct an interview with a business professional.

1. Contact the individual you would like to interview.
 - a. Introduce yourself and describe the purpose of the interview.
 - b. Arrange a face-to-face or video interview; telephone or email interviews are not acceptable.
 - c. Send the individual an **email confirming the interview** that includes a list of **possible questions**.
2. Dress professionally or as appropriate for the location of your interview.
3. Use **good presentation skills**: smile, firm handshake, professional presence, good eye contact.
4. Provide the person you interviewed with an **evaluation form** to return to your instructor
5. Send a **thank you card, note, or email**.

C - Team Progress Meeting: Meet with the members of your round table to plan your final meeting.

1. Use the agenda prepared by your team leader.
2. Discuss progress on the informational interviews.
3. Finalize the final roundtable agenda.
4. Post notes from the meeting in your team's private discussion workspace.

D - Final Roundtable Meeting: Meet with members of your roundtable team to share your interview findings.

1. Your team's round table will be conducted at the class conference table at the designated date/time.
2. Your team will have 20-22 minutes. The first roundtable will begin promptly at the start of class and the second roundtable immediately after the first.
3. The team leader will **call the meeting to order** and **monitor the discussion**.
4. The team recorder will **take minutes** at the meeting.
5. **Distribute the agenda** to the members of your round table and the audience.
6. Make sure that the members of the roundtable team are **introduced and roles identified**.
7. **Establish the purpose** of the meeting and **preview the agenda**.
8. **Each member** of the team will be expected to **share information**, although not expected to react to or share for each topic/question.
9. Team members should **ask additional questions, comment, or compare/contrast** as appropriate.
10. Your team should conclude with **summary statements**.

Roundtable Evaluation

You will receive an individual grade and a team grade for the Roundtable.

- Your **individual grade** is based on your delivery, poise, use of supporting points, use of introductory and concluding statements, and overall presence and delivery during the roundtable. Your grade also includes an evaluation of the required deliverables and a peer evaluation from your team members.
- Your **team grade** is based on the discussion, professionalism, and give/take during your round table meeting. Your team needs to submit summaries of each meeting in the discussion forum assigned to your team and a copy of your agenda and the minutes for the roundtable presentation.

Deliverables

Individual: On the day of the Final Roundtable, you need to submit to your designated team representative these three items clipped together in this order:

- A copy of your **email confirming the interview** that includes **a list of your Interview questions**.
- A copy of your **Interview Thank You**.
- The completed **Interview Evaluation Sheet** (*Your instructor will return any that we received by mail.*)

Submit the confidential peer evaluation form to your instructor.

Team: Your team folder should be submitted to your instructor by the next class period following completion of your roundtable. Include the documents from your **team members' interviews** (*see Individual deliverables*) and the **final round table agenda and minutes**.

Audience

You will be expected to attend one additional round table as an audience member. You are expected to ask questions, provide comments, and critique the round table. Most students watch the roundtable scheduled immediately before or after their roundtable. You can attend any of the roundtables for any class sessions to learn more about business careers. Sign the attendance sheet to confirm attendance.