

## Pecha Kucha Team Memo Instructions

Prepare a memo in a maximum of three pages of content that are single-spaced with **paragraph headings. Do not indent.** The memo should have four **references** which are included **within the document (quotes)** and listed on page three. Regardless of referencing style, single space the references. The purpose of the memo is for the team to research and write a report on a new method of presenting oral presentations “Pecha Kucha”. This assignment will be done in teams of 2. Describe the concept, uses, benefits, drawbacks, which types of presentations would be most useful/least useful and anything else you deem important.

The memo style should be used. The memo should be in complete sentences, double-spaced in between paragraphs, and NO typographical, grammatical or word usage errors (i.e., proofread please!!). Upload the memo using your footer as your file name. Second and third page heading needed. See rubric for criteria. Below are the following teams