

Slide Report—Group Assignment

This group assignment consists of a slide report with an oral component. Since a slide report replaces a written report, you need to be thorough in your text and use descriptive visuals. The text (*Writing and Speaking for Business*) describes slide reports on pages 193-194. Pages 213 to 216 contain a sample slide report. If you Google slide reports, you'll find more examples.

Learning Outcomes

1. Possess an ability to communicate effectively with a range of audiences.
2. Possess an ability to function effectively on teams to accomplish a common goal.

Topic

To begin, choose a topic concerning additional services at Weber State University. Brainstorm ideas about what your group would like to see added to campus. When the group has decided on the additional service, please get instructor approval.

Groups

This project is designed for groups of three. Groups will have class time to meet and may meet at other times as necessary. Each member of the group should participate as equally as possible. Choose a chair, recorder, and researcher for the group.

- *Chair*--The chair is responsible for setting the agenda for each meeting and sending it to the group and instructor prior to the meeting date as well as leading the group meetings.
- *Recorder*--The recorder is responsible for preparing and sending minutes to the members and instructor within 48 hours following a meeting.
- *Researcher*--The researcher is responsible for primary research including the creating the survey (10 or more questions), getting group approval for the survey, distributing the survey, and conducting at least one interview. Use a minimum of 25 students for your survey.

All members should approve each of the documents submitted to your instructor.

Primary Research

Primary research includes an interview and a survey. Integrate the interview responses by quoting, paraphrasing, summarizing, or graphically illustrating the interview and survey information on the Data Analysis slides. Create a well-designed 10-question survey using the guidelines found in your text (pages 168-169.) Use an electronic survey tool such as

www.questionpro.com

www.surveymonkey.com

www.surveymonkey.com

www.surveymonkey.com

www.surveymonkey.com

The survey should have

- 10 questions
- No yes/no questions
- Only 1 open-ended question
- 3 different types of survey questions such as rating, ranking, multiple choice, etc.

Slide Report

Your group will prepare a slide report similar to the example on pages 213 to 216 of your text. Methods and Data Analysis slides could be divided into three columns with 1/3 of the page text and 2/3 graphics or 1/3 graphics and 2/3 text. Use a combination of text, graphics, and

infographics. Please have each person do an equal share of the slide report. Add the author's name to each slide that student produces. The slides include the following:

- Title Slide
- Table of Contents Slide
- Introduction and Purpose Slide
- Methods Slide
- Data Analysis Slides
- Conclusions and Recommendations Slide(s)
- Appendix and Supplementary Information Slide(s) (include the survey or survey link)

Videocast

Your group will present a videocast using free online software. The author of each slide will read his/her slide and describe the illustrations. The videocast should be 4-6 minutes. One software that works well is Screencast-o-matic.com (<https://screencast-o-matic.com/home>.)

If you prefer, you may use another videocast software.

Evaluation

The following table will be used to evaluate this assignment.

Slide Report		
Criteria	Points Available	Score Received
Agendas	10	
Minutes	10	
Primary Research (survey and interview)	15	
Slide Report Title Slide	5	
Table of Contents Slide	5	
Introduction and Purpose Slide	5	
Methods Slide	5	
Data Analysis Slide(s) – minimum of 3 slides (variety of text, infographics, and graphics)	15	
Conclusions and Recommendations Slide(s)	5	
Appendix and Supplementary Information Slide(s)—includes the survey	5	

Videocast	20	
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Dr. Allyson D. Saunders, Weber State University, December 19, 2016