

Elevator Speech Video Discussion Board: Support Materials

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Instructions to Students

This discussion board will show you how we will use the discussion board tool in Canvas this semester, as well as give you a chance to introduce yourself to others in the class. Read the information below very carefully.

Initial Post (due tonight)

Your *initial post* is your individual response to the questions raised in the discussion board. Sometimes you will make your initial post by video; other times you will post written comments. This week, you will post a video.

Introduce yourself to your classmates and to your professor in 30 seconds or fewer. Do not exceed 30 seconds. It's important in business communication to be clear and concise.

Emphasize those details in your video that you believe are most relevant for your audience.

Post your video to YouTube. Then include the link to your YouTube video in your initial post.

No other text is required for your initial post. Just post your video.

Your video is **due tonight by 11:59 p.m.**

Classmate Responses (due tomorrow)

View the videos of at least two classmates who you do not know. Then respond to their videos with **written** responses.

In each response, ask your classmate a question that encourages discussion. The question must be posted on a separate line, below the rest of your text.

Each response must be at least 150 words long.

Your two responses are due tomorrow by 11:59 p.m.

Answering Questions (due Friday)

By Friday at 11:59 p.m., respond to all of the questions that others directed to you (including me) on the discussion board. You are encouraged, but not required, to respond to any posts that do not contain questions. Failure to respond to a question will result in a reduction of points.

There is no minimum word length when answering questions; however, answer the question fully.

Sample Grading Rubric (15 points possible)

Initial Post (9 points possible)

-9 if no post is made or if post is made late

-4 if thorough responses to the question are not provided

-3 for excessive spelling/grammar mistakes

-3 if length requirement is not met

Classmate Responses (3 points possible for each)

-3 if no post is made or if post is made late

-1 if length requirement is not met

-1 for excessive spelling/grammar mistakes

-1 if it does not include a question to a classmate

Answering Questions

-3 for every question not answered