**COMM 3307: Interpersonal Communication Spring 2018**

**SKILL DEVELOPMENT PROJECT**

**PRESENTATION GUIDELINES**

The goal of this presentation is to inform your audience about your Skill Development Project. Focus on the key elements of the project, avoiding the compelling need to talk about *everything* you wrote about in the paper. Ask yourself, “What information is most necessary and relevant to this audience?”

Hint: Include key research relevant to central message? → Yes!

Hint: Include all research whether it is relevant to the central message or not? → No!

Hint: Include key improvement attempts identified on your plan of action? → Yes!

Hint: Include every single attempt to improve listed on your plan of action → No!

Hint: Include key examples of success and/or failure? → Yes!

Hint: Include every single instance of success and/or failure? → No!

As you know, exceptional informative presentations (a) create a desire for information, (b) help the audience understand, (c) help the audience remember, and (d) leave the audience to apply the information. Your presentation should reinforce this ideal.

The delivery of information should be **extemporaneous** (the use of notes is acceptable, but reading verbatim from notes is unacceptable), **dynamic** (engaging), and free of inappropriate **language**. Visual aids are strongly encouraged, but must be beneficial to the audience in some way, shape, or form. **Professional attire is a must.**

The presentation is 15 - 17 minutes in length (with question and answer to follow).

**Special Note:**

**Failure to present** on the day you are scheduled to do so will result in a zero for the assignment.

**Failure to be present** on ANY presentation of your classmates will also result in a zero for the assignment.