Project Description

Presentation Outline. For this option, you will create a written outline of a presentation you could deliver. With course lessons in mind, your outline should follow the structure taught in the Present Like a Pro template download. You can write your outline in a Word or Google Doc. Be sure to label each part of the presentation clearly. In other words, label your introduction, body, and conclusion and also label the specific elements within the introduction, body, and conclusion taught in the course. Importantly, your outline should rely mainly on key words and phrases. In other words, you should not write your entire presentation in word-for-word form. It should not be written in full paragraphs. Simply create a clear outline where your writing distills and synthesizes your thoughts into clear talking points.

Selecting a Topic

The topic can be anything you choose related to your work or personal life. Simply pick a topic that is useful to you to get some practice.

Using the Course Content

The main point of this project is to use what you learned in the course. Thus, whether you choose Option 1 or 2, be sure your project demonstrates evidence that you have learned from the course lessons.

Structure of the Presentation and/or Outline

If you decide to video record your presentation, you do not need to submit any written work. Nevertheless, the structure for Option 1 or 2 are the same.

Introduction
- Attention grabber/opening
- Audience relevance
- Speaker's credibility
- Bottom line/Thesis
- Preview of main points

Body
- Use three (or so) clear main points
- Use signposts to identify main points
- Each point should be supported by materials such as stories, examples, statistics, facts, quotations, and explanations.
- Use transition statements between points

Conclusion
- Signal that the end of the presentation has arrived
- Revisit your bottom line for the last time
- Review any key takeaways relevant to your audience
- Make your "ask," if you have one
- End with your "Clincher" or closing

Grading

Your work will be awarded points based on various aspects as shown below. At the end, the points will be summed up to a scale 0-100 your graded will be determined from this total.

Option 2: Your presentation outline will be graded with the following weight to each part:

- 33% Introduction
- 33% Body
- 33% Conclusion