**Presentation 3: INFORMATIVE PRESENTATION**

**50 pts. – Presentation**

**50 pts. – Archive**

**TIME: 5-7 MINUTES**

**Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

You will be timed and docked 5 points for every 30 seconds under or over the time guidelines.

# SPEAKING SITUATION

As employees of an organization (team decides), you and your team have been asked by your boss to **review some current literature (journal articles) in the areas of management and leadership** with potential importance to your organization and give an **oral report** by **summarizing the information** along with **identifying its relevance to your organization at an** **employee meeting**.

# PURPOSE

Your job is to access a current journal article or articles and **make the information in the article understood** by those at the meeting. So this speech is **informative** in nature, which means that the team is going to be judged on the following criteria:

1. Is the information communicated accurately?
2. Is the information communicated clearly?
3. Is the relevance of the topic clearly communicated?
4. Is the information presented objectively and without persuasion?
5. Is the information made meaningful and interesting to the audience?

# RESEARCH & PREPARATION

Teams will be required to research 1 longer or 2 shorter current articles (ideally not more than two years old) from peer-reviewed, scholarly, or practical journals on topics related to the team’s chosen topic. **This requires the use of Proquest or EbscoHost, or Google Scholar.** These might include management techniques, team building strategies, employee evaluations, training techniques, coaching styles, employee relations, etc. The article(s) **must be approved by me in advance**.

**During week/session \_\_\_\_\_\_\_\_\_**, each team will identify the area of management and leadership to be researched (requires instructor’s approval) and then will submit the **approved** article(s) to me as an email attachment, along with a brief summary of the article, and with all bibliographic information cited in APA 6 format. We will work on this in class as time is available.

Articles will be accessed from a re-formatted electronic database like **Proquest** or **EbscoHost** or **Google Scholar**, available through the University of La Verne library a[t www.laverne.edu](http://www.laverne.edu/)

# OUTLINE FORM

**During week/session \_\_\_\_\_\_\_\_\_\_\_,** teams will submit a completed Roman numeral outline to me in advance to the presentation. We will go over this together in class.

# VISUAL AIDS

Visual aids are not required/allowed for this presentation.

# STYLE

You may use notes to present your material, but **you may not read your speech**. Reading the presentation will result in a zero for this presentation. You are allowed to use note cards or an 8 ½ by 11 page of notes – one side only.

Good luck, teams!