WEEK 4

TOPIC FOR FINAL REPORT/PRESENTATION BTWRT 215

You will be required to do a **FINAL REPORT and POWERPOINT PRESENTATION** on a topic of relevance to this course. The report will be about two pages, double-spaced, and include a cover page and references page. The presentation will be about 12 slides with slide notes. More details will be available as we get closer to when these assignments are due.

For this week, I would like you to **pick one of the topics listed below**, or an alternative topic which **MUST** be approved by me.

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The topics are as follows:

1. Communication in today's work place

2. How current technology is/will affect business communications

3. Communicating in a diverse work place

4. Business etiquette

5. Business ethics

6. Teamwork

7. Using social media to market your business

8. Other...must be approved in advance by your instructor.

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NOTE: The paper and presentation will require some research. You will be expected to use three sources--one of them can be your text book. Therefore, you should chose something that you are interested in learning more about, and that you can find current, relevant information about outside of the text.

Once you have chosen your topic, **please respond to this discussion thread** informing me of your choice. Begin looking for sources outside of the text

that you will use in your paper/presentation. The sources of information will be due next week.

Let me know if you have questions.

WEEK 5

FORMAL REPORT/PRESENTATION RESEARCH MATERIALS via FORMAL EMAIL

Your Formal Report, due in **WEEK 10**, will be based on the same topic as your **FINAL PRESENTATION, due in Week 8**. I hope this will make it easier for you, as you will only have to do research for one topic!

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This week, I would like you to research, and list the two (2) SOURCES you will use for both these projects. You will need two sources other than your text book. One of the sources should come from one of the SCC Library's databases. If you need help with this, librarians are available, (both in person and virtually), to assist you.

Be sure to include the following information:

1. Name of publication

2. Name of article/web page (if web page, then include the URL)

3. Author of publication, article, or web page

4. Date of publication

5. Source of publication

Do not include your text, as that will be considered your third source, and I already have the information on that!

Your sources should be academic in nature. In other words, you should use the Shoreline databases to search for articles that come from academic journals, publications, or other sources that are **NOT** Wikipedia or non-reliable internet sources.

Once you have identified these sources, construct a formal email to me at: gdalton@shoreline.edu , and let me know your sources. Post the email document to this assignment.

The email should be business-like in nature, with a proper subject line, salutation, and closing. The email should be free of any grammar/spelling/punctuation mistakes. Your audience is your professor, much like you might write to your boss/supervisor at work.

This week's discussion will focus on the difference between reliable web sources, and non-reliable web sources, as well as primary vs. secondary data sources.

WEEK 8

Prepare a **simple outline** for your final report/presentation. Follow the example in your book, **Chapter 10, on the top of page 394**. Submit your outline as a Word document.

You should include an introduction, plus three (3) sub headings for the topic, and finally a conclusion section. You will also have a references or works cited page at the end of the report. These references should be formatted in MLA format. Word 2013 can assist you with this task.

Your report should be at least three pages, double-spaced, using 12-point font, and 1" margins all around. The cover page and the reference page do not count as pages! The total word count for your paper should be approximately 750 words (250 words per page double spaced).

Remember that you will be using your primary/secondary source material for the final report. Be sure that the article(s) you use come(s) from one of the SCC Library databases or other reputable databases/sources. If you wish to use additional citations, that is fine, **but at least ONE must be from one of the library's electronic databases.**

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Here is an example of what your outline might look like if you were writing about non-verbal communication:

I. Introduction/Background

    A. Definition of non-verbal communication

    B. What aspects of non-verbal discussion will be discussed--thesis statement or summary of what you will discuss

II. Types of Silent Messages

    A. Eye Contact

    B. Facial Expressions

    C. Posture and Gestures

III. Time, Space, and Territory in regards to Non-Verbal Communication

    A. Time

    B. Space

    C. Territory

IV. How Non-Verbal Communication Affects Business Communications

    A. Affects within the USA

    B. Affects outside of the USA

V. Conclusion/Summary: Restatement of what you have talked about in the report

VI. References: References should be formatted like the example in your book in Chapter 10, Page 314.

You do not need a cover letter, executive summary, or recommendations--unless appropriate. You may use graphics, such as charts, in your report, but do not overuse them. Remember to keep to the 750 word count.

Please let me know if you have any questions.

The final report will be due in WEEK 10. NO LATE SUBMISSIONS ACCEPTED!

WEEK 9

FINAL PRESENTATION...DUE MARCH 2, 2017

NO LATE SUBMISSIONS ON THIS ASSIGNMENT

This presentation is on the same topic you are using for your final report.

Take your outline from last week, and turn it into a PowerPoint Presentation.

You will need a title slide with your topic, your name, and the class name/number.

You should also have an ending slide that thanks your audience.

Finally, you will need a "next-to-last" slide that gives the references for your articles (References Cited). If you do not know how to reference a peer-reviewed article, there is help available via the library. Some databases will come with the citation for the article. If you need help, you can always ask a librarian!

Word also has a citation generator to assist with formatting citations.

In addition to those three slides, **your presentation should have an additional five slides** to thoroughly outline your topic. Use bullet points to outline important points.

You may also use clip art, pictures, video, sounds, or whatever else you like to enhance your presentation. Be creative with this assignment!

LATE ASSIGNMENTS ARE NOT ACCEPTABLE!

WEEK 10

FINAL REPORT...DUE MARCH 10, 2017

NO LATE SUBMISSIONS ON THIS ASSIGNMENT

Your **FINAL REPORT** is based on the topic you choose in WEEK 4, found article(s) about in WEEK 5, and wrote an outline for in WEEK 8.

You should include:

- an introduction
- discussion on three (3) aspects of the topic
- a conclusion section
- a references or works cited page at the end of the report with references formatted according to MLA

Your report should be:

- in MLA format
- at least three pages (The cover page and the reference page do not count as pages!)
- double-spaced
- use12-point font
- 1" margins
- The total word count for your paper should be approximately 750 words (250 words per page double spaced).

Remember that you will be using your primary/secondary source material for the final report. Be sure that at least one of the article(s) you use come(s) from one of the SCC Library databases. The others should be from reputable sources. If you wish to use additional citations, that is fine, **but at least ONE must be from one of the library's electronic databases.**

Be sure to reference Chapter 10 for formats of reports, but ours is not exactly a business report. It is like any other school report in MLA format.

NO LATE SUBMISSIONS ACCEPTED!

ADDITIONAL INFORMATION POSTED FOR STUDENTS

DETAILED OVERVIEW OF FINAL REPORT

DETAILED OVERVIEW OF FINAL REPORT PROCESS FOR BTWRT 215

Your **FINAL REPORT** will be based on the **topic** you chose in **WEEK 4**, found article(s) about in **WEEK 5**, wrote an **outline** for in **WEEK 8**, used the outline to prepare a **PowerPoint presentation** in **WEEK 9,** and finally, is **due in WEEK 10.**

Your final report should include:

- An introduction
- Discussion on at least three (3) aspects of the topic
- A conclusion section
- A references or works cited page at the end of the report formatted correctly
- Your report should be:
  - At least three pages of content (the cover page and the reference page do not count as pages!)
  - Double-spaced

- Use 12-point font (preferably Arial or Times New Roman)
- 1" margins all around
- The total word count for your paper should be approximately 750 words (250 words per page double spaced)
- Prepared in the format discussed in Chapter 10

You will need to use **at least two references**, but more are better and encouraged. If you need assistance with accessing information via the SCC Library, the librarians are there to help you!

Be sure to reference Chapter 10 for formats of business reports. You should follow these examples.

NO LATE SUBMISSIONS WILL BE ACCEPTED ON THIS FINAL PAPER!

If you wish to use additional citations, that is fine, **but at least ONE must be from one of the library's electronic databases.** You may use the **textbook** as an additional citation.

Be sure that at least **one of the article(s)** you use come(s) from one of the **SCC Library databases**.

Remember that you will be using your primary/secondary source material, (IDENTIFIED IN WEEK 5), for the final report.

WEEK 4 • TOPIC SELECTION

WEEK 5 • RESEARCH MATERIALS IDENTIFIED

WEEK 8 • OUTLINE FOR PAPER

WEEK 9 • PRESENTATION DUE

WEEK 10 • FINAL PAPER DUE