Assignment 4: Presentation

Value
This assignment is worth 15% of your final grade.

Background
Presentations are an important tool for professional communication. This assignment requires you to create and deliver a presentation based on one of the topics below. This presentation will foreground the subject of the upcoming Recommendation Report (Assignment 5): carefully consider each topic before proceeding, as the work you produce for the presentation will also be used in the next assignment.

Instructions
1. Choose one of the topics listed below for your presentation. Remember that this same topic will be used for your upcoming Recommendation Report assignment.
2. Review the example presentation on the Library APA website and use this example as a template for your own assignment.
3. You will create and deliver a presentation that makes use of the following components:
   • presentations must be no shorter than 3 minutes and no longer than 5 minutes in duration
   • visual components must be prepared using a digital presentation tool (see details below) and uploaded to Moodle by the assignment deadline
   • each presentation must contain 4-6 slides, plus title and reference slides (6-8 slides total)
   • visual components must contain a minimum of 2 visual aids (see details below)
   • you will deliver your presentation in front of the class on your assigned date
   • all research and external sources must be documented in a References slide in APA format
4. Your approach to the topic should be suitable for a listening audience and have a purpose (consider whether your presentation is intended to instruct, persuade, or inform the audience). You may imagine an intended audience to suit the topic (such as a corporate board, city council or government body, parent-teacher association, non-profit organization, etc), but keep in mind that the presentations will be viewed by other members of the course.
5. Presentations will be evaluated on the basis of professionalism, organization, and the clarity of your visual tools, as outlined in the rubric (below).
Digital Platform

Choose whichever slide presentation software you like, but be sure it is compatible with NorQuest College (PC) operating systems. Please note that presentation software is often proprietary, and therefore not necessarily accessible across operating systems. Microsoft PowerPoint, Google Slides, or Prezi are all compatible and recommended (note that Apple Keynote is not compatible with PC operating systems, and will not work on NorQuest computers). You should also prepare back-ups of all presentation documents and visuals in case of technical complications.

Slides

Each presentation should contain 4-6 slides, plus title and reference slides (6-8 slides total). Slides should emphasize information that is of specific significance to the presentation topic, and make good use of space, colour, text, and other visual components (as outlined in Chapter 5: “Designing Documents and Page Layout” of the Broadview Strategic Guide).

Visual Aids

Each presentation should contain two visuals using the information outlined in Chapter 6: “Communicating Through Visuals” (pp. 137-149) of the Broadview Strategic Guide. Consider which type of visual (pie, bar, dart, and Gantt charts; line graphs and drawings; tables; maps; and photographs) best suits the information you want to highlight and select appropriate visuals to include in your slides. Be sure to include citations and a reference for each visual, in APA format.

Verbal Component

Follow the guidelines outlined in Chapter 13: “Presenting Technical Information Orally” (pp. 301-314) of the Broadview Strategic Guide. Remember to speak clearly and slowly, use audience-appropriate language, and avoid verbal tics (um, like, you know, etc). Most importantly, remember to breathe. You should also make reference to your visual aids and other slides, and ensure you describe technical details in a professional manner that is easy for your audience to understand.

Research

For this assignment you must use the library resources and databases to find a minimum of two scholarly articles related to your topic. These resources must meet the scholarly STAR criteria (Source, Timeliness, Accuracy, Relevance), and be cited appropriately throughout the presentation using APA format. Both sources should also be cited on a separate References slide at the end of the presentation.
Presentation Topics

1. Should vaccinations be required for elementary school entrance in Alberta?
2. To what extent should alternative therapies such as reiki, massage, naturopaths, and reflexology be covered by provincial and private health care plans?
3. To what extent should all prescription drugs be free and universal, covered under healthcare in Canada?
4. Should marijuana be legalized in Canada?
5. To what extent should the calorie count in restaurant food be controlled by government regulation?
6. Should the hourly work week in Canada be lowered to 35 hours?
7. Should high school students be forbidden to wear branded clothing to school?
8. Should all high school students be required to wear uniforms?
9. To what extent should the government require new home builders to follow greener building practices?
10. Should Edmonton drastically increase the number of bike lanes around the city?
11. Should public transit be more heavily taxed, in order to be cheaper for users?
12. To what extent should online bullying (cyberbullying) be more heavily prosecuted?
13. Should tuition be free for post-secondary students in Alberta?
14. To what extent should Alberta expand e-health?
15. To what extent should elementary schools increase the time and focus on children’s health and physical fitness?
16. To what extent should pet therapy be used in public institutions in Alberta?
17. Should homecare be expanded and subsidized for seniors in Alberta?
18. Should there be a guaranteed minimum income in Alberta?
19. Should Edmonton open safe injection sites that are similar to Vancouver’s Insite?
20. Should healthcare workers be required to undergo regular drug testing?
# Marking Rubric for Assignment 4

## Content and Organization

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>addresses the topic in a professional manner</td>
<td>/10</td>
</tr>
<tr>
<td>appropriately designed for the intended audience</td>
<td></td>
</tr>
<tr>
<td>information is presented in a logical sequence</td>
<td></td>
</tr>
<tr>
<td>content provides necessary information and technical details</td>
<td></td>
</tr>
<tr>
<td>adequately explains and discusses visual components</td>
<td></td>
</tr>
<tr>
<td>presentation is clear, concise, and coherent</td>
<td></td>
</tr>
<tr>
<td>spelling, grammar, and mechanics</td>
<td></td>
</tr>
<tr>
<td>adheres to length requirements (3-5 minutes)</td>
<td></td>
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## Slide Design and Visual Aids

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>correct number (4-6 slides)</td>
<td>/5</td>
</tr>
<tr>
<td>aesthetics: good use of space, colour, font</td>
<td></td>
</tr>
<tr>
<td>significance of information</td>
<td></td>
</tr>
<tr>
<td>presentation contains at least 2 unique and distinct visual aids</td>
<td></td>
</tr>
<tr>
<td>significance and accuracy of data/information</td>
<td></td>
</tr>
<tr>
<td>follows correct format/style for each type</td>
<td></td>
</tr>
</tbody>
</table>

## Delivery

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>speaking is clear, distinct, audible, and appropriately paced/timed</td>
<td>/10</td>
</tr>
<tr>
<td>appropriate body language, posture, placement, and use of space</td>
<td></td>
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</tbody>
</table>

## Research and References

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>supporting research is from reputable sources</td>
<td>/5</td>
</tr>
<tr>
<td>all external words/ideas are appropriately cited throughout the presentation</td>
<td></td>
</tr>
<tr>
<td>in-text citations and References slide follow correct APA formatting</td>
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</tbody>
</table>

## Total

| Points | /30 |

**Rubric notes** (double the numerical values for categories marked out of 10)

0 = does not meet expectations/missing  
1 = meets minimum expectations  
2 = needs improvement  
3 = satisfactory  
4 = good  
5 = excellent