GUIDE FOR EFFECTIVE INFORMAL PRESENTATIONS

Quite often business meetings require impromptu input or contributions from organizational members. We will use class participation on homework problems and cases to practice informal presentation skills. Class participation will be evaluated on three dimensions: preparation, analysis, and communication. Here is what we expect from you:

- You understand and know the facts of the problem/case/exercise.
- You have thought about an approach to solving the problem/case.
- You focus your answer directly to the question or issue under discussion.
- When you don't understand a question, you ask clarifying questions before answering or you make an assumption when you answer.
- You make points that enrich the discussion and increase the understanding of others in the class.
- You integrate what others have said instead of making disjointed or irrelevant comments.
- You are willing to put forth new and challenging ideas instead of trying to be agreeable and "safe".
- You interact with others by asking questions, providing supportive comments or challenging **constructively** what has been said.

Class participation will be graded on a four-point scale each day.

- **Outstanding Contributor:** This person's contributions reflect exceptional preparation and good listening and conversational skills. The ideas offered are always substantive and provide major insights and direction for the class. If this person were not a member of the class, the quality of the discussions would be diminished significantly. (4 points)
- **Satisfactory Contributor**: Contribution in class reflects adequate preparation. Ideas offered are good but not particularly creative or noteworthy. (3 points).
- **Marginal Contributor**: Contribution in class reflects inadequate preparation. Ideas offered are not substantive and preparation was not great. (2 points).
- **Not prepared**: No contribution to class either from <u>silence</u> or from lack of <u>preparation</u>. A warm body. (1 point).
- **Absent**: (0 points)