

BUS 230: Business and Economics Research and Communication
Status Update Oral Presentations
Instructor: James Murray

Learning Outcomes:

- LO-4: Develop the ability to effectively communicate research results both written and orally.
- CBA LO-1: Develop the ability to convey information and ideas effectively.
- CBA LO-2: Decision Making and Critical Thinking - Have the ability to think critically when evaluating decisions.

Description: Every two weeks, your group will present a status-update oral presentation to the class. In your presentation you will report to the instructor and the class the progress you have made on your project since the last time you gave a status-update presentation. Presentations should be short, between 3 and 5 minutes.

Scenario: Imagine you have a real world (high paying) job. It is one that requires you to work on significant projects with your coworkers, but without constant guidance or oversight from your boss. Every other week, your boss expects you to give a short status-update presentation to her and other stakeholders of the project (eg: other department heads, other project leaders, sales people, clients, etc).

Purpose: There are multiple purposes that you and your boss are addressing with this project status update presentation. They include the following:

- *Satisfactory progress:* Your boss needs to know that the project is proceeding satisfactorily. She needs to know that you know what you are doing and that you have a plan on what to do next.
- *Adequate workload and sharing of tasks:* Your boss needs to know that you are doing your job, that you are working well with your coworkers, and that you are sharing the workload appropriately.
- *Give feedback:* The stakeholders that you are presenting to may want to give you guidance on the project, or you may have questions for the stakeholders about how to proceed.

Important Items to Consider:

- *Keep it short:* These presentations should be less than 5 minutes.
- *Do not be too general:* Do not just say, "This week we wrote the introduction section of the paper." Share some of the details about the steps you have completed. Without overwhelming your boss (she wants you to do the the work independently), give enough detail so that she has an appreciation for what you do on a daily basis for this project, and that..... Also, by sharing some of the details of your daily tasks, your boss may be able to give some advice on more effective or more efficient ways to approach your work.
- *Everybody speak:* Plan for each person in your group to speak for about one minute. The person should focus on the work he or she did, or the work that he or she has the most knowledge on.
- *Visual aids:* Visual aids are not necessary, but you may find them useful. If you prepare a visual aid to show on the computer, please email it to me before the class. If you have a slide show or PowerPoint presentation, you should limit it to 2 or 3 slides.