

# Professional Communications



## About Me

### Me in Two Words

# Activities



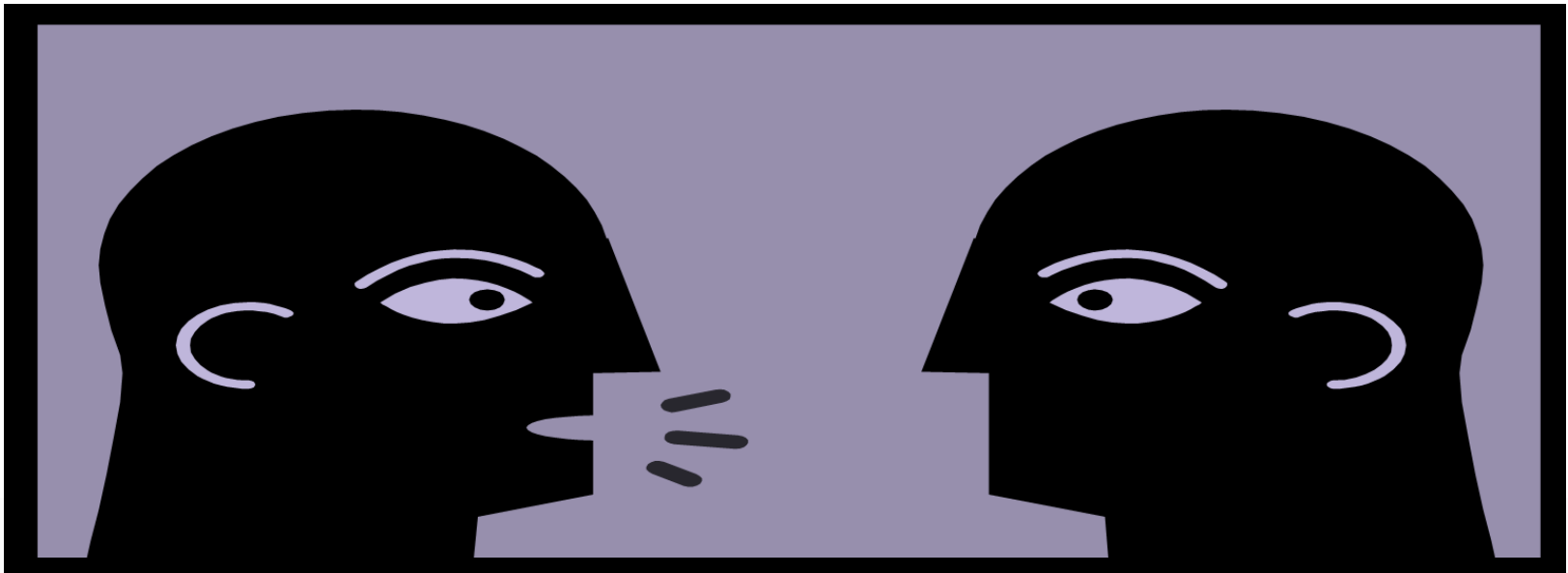
- Questionnaire
- Descriptions
- Slide Presentation
- Formal Presentation



# Questionnaire



- **Work in pairs**
- **Complete questionnaire to turn in**
- **Discuss results**



# Descriptions



- Describe your partner in two words (a noun and an adjective)
- Look up synonyms for these two words (synonyms must be of advanced vocabulary needing definition)
- **EXAMPLE:**  
**Plethoric Enigma (excessive unknown)**

# Descriptions



- **Submit the following:**
  - Questionnaire
  - Partner's full name
  - Two words (noun and adjective)
  - Two sophisticated words (synonyms)
  - Definitions for each word

## **NOTE:**

For help with synonyms, noun, adjective, and definition, research online



# Slide Presentation



- **Slide 1:**
  - Title: “Me in Two Words”
- **Slide 2:**
  - Title: “My Teacher is...”
  - Plethoric Enigma
  - Definitions
- **Slide 3:**
  - Title: “I am...”
  - Your words/definitions selected by your partner

# Slide Presentation

(cont.)



## ■ Slide 4:

- Title: “I Agree/Disagree”
- Three to five bullet points (agree/disagree with partner)



## ■ Slide 5:

- Title: “About Me”
- Five to ten bullet points (information about you/interests)

## ■ Slide 6:

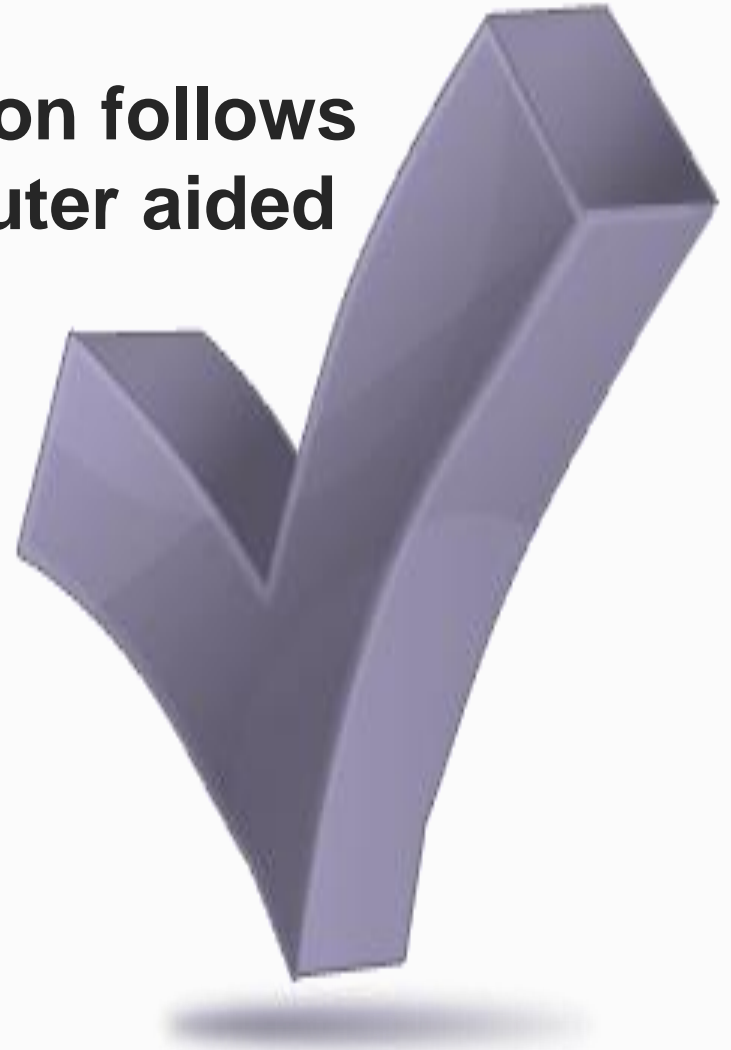
- Photograph of you



# In-Class Presentation



- **Make sure your presentation follows the rules for a good computer aided presentation**
- **Check for any spelling or grammatical errors**
- **Set up automatic timing**
- **Practice your speech and timing with your partner**





# Slide Presentation Rules



- **Keep your text large enough to read - 24pt minimum**
- **Fonts:**
  - Simple fonts
  - Consistent fonts throughout the presentation
  - No more than three fonts in a presentation
- **Use colors that make text easy to read**

# Slide Presentation Rules

(cont.)



- **Limit graphics to one to three per page**
- **Bullets:**
  - Every bullet is followed by a capital letter
  - Each bullet has eight words or less
  - No complete sentences
  - No periods, question marks, or exclamation points
  - No ALL CAPS