

## Assignment: Case Study Part 2



### **PowerPoint Presentation with voiceover**

The second and final part of the case study is due at the end of Unit 5. You will create a PowerPoint presentation with voiceover (The [steps](#) to create a PowerPoint voiceover are presented at the end of this document). The voiceover will be the narrative you would be presenting as if this were a live presentation. You will, in essence, be making a presentation to the Board of Directors of your organization.

Your Unit 4 Part 1 of the Case Study will be the beginning point for your PowerPoint presentation. Begin with a brief introduction of the company. Then, using your Unit 4 Case Study assignment as the basis, build a PowerPoint Presentation that discusses all required components of textbook Real-World Focus problems.

Keep in mind that the members of the board may or may not have read the report you completed in Part 1 of the Assignment. Even though this will be a brief presentation, it should include all essential information and data. This aspect of the presentation, but also the proper perspective they need to make informed decisions.

Conclude your presentation with a “summary slide.” Be SURE to review the grading rubric (at the end of this document) before submitting your assignment to ensure optimum assessment!

The PowerPoint presentation should include 12–14 slides. The first slide must be a title slide, and the final slide must be your reference list. The audio presentation itself (voiceover) should be 10–12 minutes long. In addition to recording the voiceover, the text of your voiceover must be written into the “Notes” section of each slide. Proper grammar and spelling will be an important part of the assignment. Be sure to perform a Spell Check.

Remember this very important presentation technique – Do not present slides that contain too much information. Keep the slides clean and uncluttered by using bullet points. The “Notes” section is there to allow you to provide the details about the presentation. The slides should also be designed to serve as the basis for the voiceover narrative.

The slides should simply be an outline or “platform” from which you launch your presentation.

Submit your PowerPoint Presentation to the Unit 5 Assignment Dropbox before 11:59 p.m. (ET) on Tuesday of Unit 5.

Name your assignment filename using this format:

LastName\_FirstName\_Unit#\_AssignmentName. For example, this assignment will be named: Smith\_Joan\_Unit05\_CaseStudyPart2.

Assignments submitted late will be subject to the Late Policy described in your Syllabus.

**Steps to create a PowerPoint slide with voiceover:**

- 1 - Select the "Insert" Tab at the top tool bar.
- 2 - Select the "Audio" icon at far right.
- 3 - Select "Record Audio" in the drop-down menu.
- 4 - To start recording, click on the "Red" circle button.
- 5 - To end the recording, click on the Blue square button.
- 6 - To play back, click on the Triangle Forward button at the left.
- 7 - If you are satisfied with the slide's recording, click the "OK" button.
- 8 - You should see the faint "watermark" audio speaker icon appear on the slide.
- 9 - Repeat for each slide.

Note: No need to add audio for the reference slide.

**Unit 5 Assignment: Case Study Part 2 Grading Rubric:**

Category/Description	Points Possible	Points Earned	Instructor Additional Comments (If necessary)
Part (1) Content – Fully incorporated?			
CT 1-5	2		
CT 2-5	2		
CT 4-5	2		
CT 6-5	2		
CT 7-5	2		
CT 8-5	2		
CT 9-5	2		
Part (2) Title and Reference slides.			
- Content properly presented	1		
- Proper formatting	1		
- Citations included	1		
- Reference page included	1		
- Citations/references included	1		
Part (3) Organization Introduction.			
- Industry/segment	1		
- Customers	1		
- Products	1		
- Competitors	1		
- Other important information	1		
Part (4) Notes section and slides			
- Note Section used for narrative.	1		
- Uncluttered slides.	1		
- Matches to the Case Paper	1		
Part (5) Twelve to 14 slides, Total	3		
Part (6) Voice over			
- 10 to 12 minutes	5		
- (MUST include the Script in the NOTES section below the	5		

slides)			
<b>Subtotal</b>	<b>40</b>		
Critical Thinking, Format, Grammar, Spelling, Punctuation	10		
Deduct Late Penalty if Necessary			
<b>Final Score</b>	<b>50</b>		