

Name:

Date:

Class:

Presentation Skills

Skill:

- Analysis (AN)

Time on Task:

- 45–60 minutes

Goal/Purpose:

- The goal of this activity is to begin developing a business presentation.

As an entrepreneur, you will make many presentations, and these presentations will likely be given to many different target audiences. In this activity, you will perfect your introduction skills by creating a visual aid for your business and designing a master slide to be used for the entire slide deck. Be sure to include a slide that introduces yourself in a professional manner. Your instructor will determine if this activity will be completed individually or in a group setting. They will also identify the appropriate submission method. Your creations may be reported to the class according to your instructor's guidelines, so be sure to provide enough information to facilitate a discussion.

1. In the space provided, write a professional introduction you will use to start your business presentation.

Answer:

2. Prepare a visual aid for your business. If you cannot create the product or something similar in a drawing, describe how the visual aid will look.

Answer:

3. Design a master slide that would be the theme or design throughout your slide deck. If you are unable to create a presentation at this time, describe how your slides will be formatted and laid out in the presentation.

Answer: