

4.10.9: Assignment- Developing and Delivering Business Presentations

Your task is to revisit the presentation you created for Module 7: Public Speaking and submit a revised final version.

In this version of your presentation you will incorporate the feedback from your peer group and you will use the voice over feature in PowerPoint to narrate your revised presentation.

Along with the narrated slides, you will submit a short essay (minimum 300 words) to document and reflect on any revisions you made based on the peer feedback you received. Please discuss what and why you changed or added anything, and how these changes made the presentation stronger.

Your PowerPoint presentation should have a minimum of 4 slides: a title page, content slides, and conclusion. Each slide you include in the presentation must be narrated using the voice over function. Email a final copy of your presentation and your revision essay to your instructor.

Assignment Resources

- Guide to [Record a slide show with narration and slide timings](#)
- Watch: [How to create voice-over narration for your PowerPoint Presentation](#)

Grading Rubric

Criteria	Not Evident	Developing	Exemplary	Points
Submit your revised slide deck	0 pts No slide deck submitted	5 pts Slide deck has not been revised to reflect peer review	10 pts Slide deck has been revised to reflect peer review	10 pts
Provided voice over functionality for each slide	0 pts No response to peers	5 pts Voice over only appears on some slides	10 pts Voice over is on all slides	10 pts
Speak with appropriate volume, speed, and clarity	0 pts No presentation completed	5 pts Presentation cannot be heard, is too fast or too slow, or cannot be understood	10 pts Presentation is spoken at an adequate volume, speed, and clarity	10 pts
Present your slides effectively	0 pts No presentation completed	5 pts Presentation is disjointed, unprofessional, or too reliant on slide deck text	10 pts Presentation is professional and feels cohesive	10 pts
Submit reflection essay on slide deck revisions	0 pts No essay submitted	5 pts Essay is not at least 300 words long	10 pts Essay is at least 300 words long, and discusses the improvements made to the slide deck	10 pts
Total:				50 pts

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- How to create voice-over narration for your PowerPoint Presentation. **Authored by:** Dawn Dubriel. **Provided by:** YouTube. **Located at:** <https://www.youtube.com/watch?v=3uk4CU7uobM>. **License:** Public Domain: No Known Copyright

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