

## Delivering Effective Business Presentations



### Assignment 05:

## Meet and Greet with your Instructor

**Deadline:** A reserved time during the week: Nov 1 – Nov 6

**Value:** 50 points

The goal of this assignment is to initiate an introduction with your instructor, via Skype.

### Directions:

1. Plan a short and informal introduction of yourself to your instructor with the goal of communicating information that you perceive is of interest to him.
  - ⇒ In addition, tell him about which aspect of this class is most important to you.

Keep the information friendly but professional, as should be done in with any workplace introduction.

2. Create a brief and keyed outline of the major points of information you wish to communicate – to use as a guide during your introduction. Only use it for reference.
3. Schedule a time with your instructor to make your introduction. **The sign-up for reserved times should be made in the related D2L discussion forum.**

Plan to schedule your appointment for a thirty minute time period – (either on the hour or half-hour).

Monday, Nov 1	8:00 AM - 8:30 PM
Wednesday, Nov 3	8:00 AM - 8:30 PM
Thursday, Nov 4	8:00 AM - 8:30 PM
Friday, Nov 5	8:00 AM - 6:00 PM
Saturday, Nov 6	9:00 AM - Noon.

⇒ In the related discussion forum, reply to the message post of the day during which you wish to schedule your appointment.

⇒ Include your first and last name as well as the reserved time in your subject line.  
e.g. **Mark Widdel – Nov 1, 8:00 AM**

- I do not monitor this forum continuously. **Please reserve a time one day in advance of our visit.**
- If you need to **change your reservation**, just delete your post and repost a corrected time.

- If you're making a last minute change or day-of appointment, please send me an email notification. [mark.widdel@anokaramsey.edu](mailto:mark.widdel@anokaramsey.edu)
5. During your scheduled time, contact your instructor via Skype to engage in the audio-video online introduction. I'm looking forward to our visit.