

Listening and Non-Verbal Skills Presentation

Due Date: 11:59 pm EST, Sunday of Unit 6

Points: 100

Overview:

Listening is an important part of being an effective communicator, whether in a team setting or one-on-one. For this assignment, you will evaluate your own listening and non-verbal skills, research ways to improve these skills and present your findings in a PowerPoint presentation.

Instructions:

- Evaluate and describe your current level of listening and non-verbal skills.
- Research ways to improve listening and non-verbal skills in a business setting.
- Determine your personal goals for improvement in these skills.
- Present your findings in a PowerPoint presentation.

Requirements:

- A PowerPoint with 8-10 slides maximum.
- Provide a title on each slide.
- Use bullet format to highlight speaking points (avoid wordiness).
- Include at least three images.
- Cite all sources and provide APA references on the last slide.

Be sure to read the criteria by which your work will be evaluated before you write and again after you write.

Evaluation Rubric for Listening and Non-Verbal Skills Assignment

CRITERIA	Deficient	Needs Improvement	Proficient	Exemplary
	<i>(0-23.9 points)</i>	<i>(24-31.9 points)</i>	<i>(32-35.9 points)</i>	<i>(36-40 points)</i>
Meets Assignment Criteria	PowerPoint is deficient in all five assignment criteria areas.	PowerPoint is deficient in three or four of the five assignment criteria areas.	PowerPoint is deficient in one or two of the five assignment criteria areas.	PowerPoint is proficient in all areas, which means it has 6 to 10 slides, provides a title on each slide; uses bullets correctly; includes at least three images; and sites all sources.
	<i>(0-13.9 points)</i>	<i>(14-15.9 points)</i>	<i>(16-17.9 points)</i>	<i>(18-20 points)</i>
Visual Design	Text is very difficult to read; layout is cluttered and confusing.	Text is sometimes hard to read, sometimes graphics or special effects distract from understanding ideas.	Visually attractive, text is easy to read, colors enhance readability, graphics and special effects do not distract from understanding ideas.	Visually appealing, clean, simple layout, text is easy to read, graphics enhance understanding of ideas.
Organization	Not organized, topics make no sense.	Some organization, topics jump around, conclusions are unclear.	Organized, some topics are out of logical order, conclusions are generally clear.	Well organized and coherent, topics are in logical sequence, includes clear introduction and conclusions.
	<i>(0-4.9 points)</i>	<i>(5-6.9 points)</i>	<i>(7-8.9 points)</i>	<i>(9-10 points)</i>
Quality of Information	Lacks essential information.	Includes most essential information, details are somewhat unclear.	Includes essential information, includes some supporting details.	Covers topics thoroughly, includes details that support the topic.
Grammar and Spelling	Very frequent grammar and/or spelling errors.	More than two errors.	Only one or two errors.	All grammar and spelling are correct.