English 320
Project #3 Group Process: Follow These Steps

Follow these steps to complete your group project.

NOTE: every group member should know what is expected of them each day and throughout each week. When you have real-time meetings, you should not adjourn without knowing what each member is going to do next.

Keep an eye on email and other communications from Cindy throughout the process.

1. Read the assignment for Project #3 really carefully.

2. By the **end of the day on Fri. March 27**, enter your preferences for a work place which will be the focus of your third project.

   Go to Pub/Project #3 Central/Find a Group. Follow the instructions there for the Part 1 of finding a group.

3. By the **end of the day on Mon. March 30**, you should be a member of a group which shares the same topic/workplace.

   Go to Pub/Project #3 Central/Find a Group. Follow the instructions there for the Part 2 of finding a group.

   Also by the end of the day, your group should have set up a Group Workshop thread. Go to Pub/Project #3 Central/Group Workshops. You will talk with one another her asynchronously, post notes and drafts, etc. It's one of your working spaces.

4. Elect a point person. This person is sort of the hub of the group, someone who others will contact for info, who will set up sessions in Collaborate, condense and post materials, and so on. Because they have extra responsibility, their contribution to other aspects of the project can be lighter.

   Note: sometimes group roles get spread around more spontaneously and independently, with overlap, and that's fine. Just be sure to reflect, from time to time, on whether everyone is carrying the same load.

5. By the **end of the day on Wed. April 1,** decide on a focus—some interesting problem or issue in the workplace your group has chosen. See the **Project #3 Assignment** for ideas, and also **click here for even more ideas.** Use your Pub thread to communicate back and forth, OR go into our Course Room in Collaborate to talk via video or chat.

When you've settled on a focus, add it to the Subject line of your thread.

CLICK HERE FOR EXAMPLES OF WHAT YOUR SUBJECT LINES SHOULD LOOK LIKE.

6. Also by the **end of the day on Wed., April 1**:

    - Ceate a working Google doc that all group members and Cindy can access. Go to **https://www.docs.google.com** and set up accounts, if necessary. Be sure to send Cindy an invitation.

      At the top of your document, put your full names and a header: "PROJECT #3 WORKING NOTES & DRAFT"

      If you are not familiar with Google Docs, have someone who is create the document and help you around. You can also **watch this YouTube tutorial**, or **read this**.

    - Start a new section of the document with the header, "**Research**." Please **bold** your section headers.

    - As a group, formulate a central question or questions to focus your search for information. Remember that you can communicate in your Pub thread, in our Collaborate Course Room, and/or by email.

      You should then try to formulate sub-divided questions or sub-topics.

      CLICK HERE FOR FULL INFO ON DEVELOPING YOUR RESEARCH QUESTIONS, FOCUSED QUESTIONS, AND SUB-TOPICS

    - Assign each group member a clear research topic and question(s).

7. By the **end of the day on Fri., April 3**, each group member should post a summary or outline of their preliminary research in the group's Google doc. Make this quite detailed and well-developed for each, telling us what answers or potential answers you found. SITE SOURCES.

    Each member's contribution will go under the **Research** header of your doc.

8. By the **end of the day on Mon., April 6**, you should all discuss your research findings. Is everyone on the same page and finding info that will cohere in a presentation? Should you adjust, completely change, or clarify your focus or your research questions? What further sub-topics could you explore? What info do you still need?

9. By the **end of the day on Wed., April 8,** you should create a new header, **Additional Research** and again post your findings there. Keep in mind that group members can continue to add content to the reports as you continue the project. Iff you see a gap in the group's knowledge, take the iniative and do a little extra research. Be sure to indicate the new info on your Google doc so everyone can see it.

10. Cindy will be adding comments, approvals, suggestions throughout the process, generally typed in RED or BLUE. Don't delete these, please.

11. By **end of the day on Mon. April 13,** complete a *rough outline or storyboard* for your Power Point presentation, It would probably be best to do this as a group in real-time either in Google Docs or Collaborate. OR each group member might create their own and you can then, as a group, compare, select, and consolidate as desired to create a good outline.

A storyboard outline looks like this:

Slide 1	Slide 2	Slide 3	Slide 4	Slide 5

Slide 6	Slide 7	Slide 8	Slide 9	Slide 10

Slide 11	Slide 12	Slide 13	Slide 14	Slide 15
				ETC.

What will go into each slide? **Jot in a label or phrase header for each slide that makes clear its subject and purpose.**

Each slide should have a clear function in the whole presentation. Remember that your presentation will need an intro, body, and conclusion, so this is a good time to get a sense of the various parts of your presentation and the purpose of each slide.

Is any given slide part of the body, showing evidence to support the main point of your show? Or is it providing background early on to prepare the audience for what is to come—maybe clarify certain definitions, explain the issue a bit, or illustrate visually something you said on a previous slide? Or is it a transitional slide to help your audience get from one segment of your show to the next?

Ask yourself about each and every slide: what is that slide doing in the presentation?

12. By the **end of Fri. April 17,** transfer your storyboard contents into an actual Power Point **first draft,** and begin to fill in each real slide. You should at the least be able to stand back and see the primary parts of your presentation.

You can use Google Slides, if you like, as a way to work on it together (you may have to send Cindy an invitation to your Google Slides doc). Or you can try Collaborate, which allows you to post Power Point presentations and actually see and hear each other.

Keep in mind that each slide and each series of related slides must have a clear function. That is, what is each slide's role in the presentation? Is it the beginning of a new subtopic? Does it provide a definition of some key word? Does it provide examples, evidence, or sources to back up a point made on the previous slide? Is it kind of an "Intermission" slide, where you interject humor to make the presentation interesting?

Each group member should include his/her name in brackets temporarily, in small font, on each frame they've contributed to. Just type it into an inconspicuous text box for the upper left corner or similar so we can tell who is contributing what and how much.

> **Remember to keep an eye on email and other communicationsfrom Cindy throughout the process.**

13. We will hold conferences for several days to discuss your first drafts.

14. For your second draft, assign each group member a segment of the Power Point document to work on. You may wish to also or alternately assign someone a specific task that involves finding images, templates, or additional research if there are gaps in the info you've all collected. Post this second draft by the **end of Wed, April 22,**

This should show significant progress, a clear overall design or template, clearly organized and developed contents with transitions, and at least some of your animations, inserted videos, or inserted voice-over.

NOTE: do NOT insert someone else's graphs or videos. *Try to create your own.* Or, if you do use the work of others, do so sparingly. That material should not constitute a significant portion of your presentation's *substance*, though it can illustrate or support points that you are making.

REMEMBER: be sure everyone is doing an equal amount of work. If not, re-assign segments and tasks as-needed. Work on group harmony by reviewing **The Art of Collaboration: Some Tips for Working in Groups.**

Take a look at these presentation samples online (review *Playing with Power Point* presentation too for much more info. All of these samples have strengths and weaknesses:

- o *https://www.slideshare.net/drjayeshpatidar/communication-process-26090063*
- o *https://www.slideshare.net/CommLab/effective-communication-at-workplace-know-how*
- o *https://www.slideshare.net/trainingstore/presentation-full-effective-communication-skills?from_action=save*
- o *https://www.slideshare.net/readysetpresent/communication-powerpoint?next_slideshow=1*
- o *https://www.slideshare.net/SruthiBalaji/communication-31071323*
- o *https://www.slideshare.net/dgiard/effective-communication-in-the-workplace*
- o *https://www.slideshare.net/satyakichowdhury1/communicatio-n*

And for giggles:

- o Shake Hands with Danger
  https://youtu.be/1BxD66YRpVw

- o You and Your Work
  https://youtu.be/ETe8ZREb0AM

- o Promotion By-Pass 1958
  https://youtu.be/ukAX-OWRQxM

- o Purely Coincidental
  https://youtu.be/c0lOl0AgrfI

- o How to Keep a Job 1949
  https://youtu.be/XV6QieHZT70

- Down and Out 1971
  https://youtu.be/ce6OUn5MMHo

- When You Grow Up 1973
  https://youtu.be/A_HIb37aB7I

Additional instructions are forthcoming.