**Presentation for Process Data Collection Assignment**

5 points for Test 1 Grade in SCMA 524

**Submit by 9 AM Thursday, November 9, 2017**

**E-mail to scma.stat@gmail.com with “Test 1 Presentation” in the subject line and**

1. **Give your name**
2. **Include the URL for your Office Mix or attach your PowerPoint presentation and make sure it plays properly with your voice being audible.**

R.L. Andrews

Each person will prepare a concise presentation to report on what was learned from the data collection and subsequent analysis. You are to create an Office Mix recording or a voice over PowerPoint presentation that is to be 2 to 3 minutes in length (Point penalty for < 100 seconds or > 4 minutes). **The target audience is a human resources person for a company that is looking to hire someone who can perform basis data analysis for data from processes and communicate the results effectively to a client who is not knowledgeable in statistics.** With this presentation, you are to present concisely your findings from your analysis in a way that will convince the HR person that you can effectively communicate analysis results to a non-technical audience.

You may use Excel to display your information for an Office Mix rather than using PowerPoint or some other presentation software.

Current practice Guidelines for slide presentations:

* There is no limit to the number of slides
* Make one specific point at a time. (You can do this by having one point per slide or use animation to have one point at a time appear as you address it.
* Use key words for written summarizations and not complete sentence statements, unless it is a quote.
* Use appropriate visualizations and images to enhance a presentation but do not make them a distraction. Trying to put too much information on a slide or visualization is a distraction and does not help make the desired point.
* Do not read the slides!