**Policy Analysis Project: Part 6 - Oral Presentation Assignment Instructions**

**Overview**

Now that you have written your final policy analysis report, you are well-versed in analyzing and evaluating education policies for effectiveness. You are also familiar with presenting your analysis to your client in an organized, concise written report.

For this sixth and final part of the Policy Analysis Project series of assignments, you will compose an oral and visual presentation of your analysis for your client or group of interested individuals.

**Instructions**

Prepare and record an oral and visual presentation of your policy analysis to your client. You will have a limited time to present the facts of the issue, evidence that supports the need for change, the alternatives considered, and your final recommendation, so choose wisely the extent to which you will present your information.

Using PowerPoint, create at least 6 – 8 visuals that support your oral presentation. Present your information in an organized, clear, and logical way. It should be easy for the viewer to anticipate the material that might be shown on the next slide. All graphics should be attractive, non-distracting, and support the presentation's theme or content. Ensure the background you use does not detract from text or other graphics. Your selected background should be consistent from slide to slide and appropriate for the topic and audience. Fonts and colors should be carefully planned to enhance readability and content.

Format your presentation so that your image and audio appear on the slide as you narrate its information. You can achieve this by using the Cameo recording features in PowerPoint or by recording with the screencasting program of your choice. Your recording should be positioned so that your face is in the frame 100% of the time. The recording device should be considered the client; therefore, speak directly to your client, make good eye contact, and be aware of your audience. Your facial expressions and body language should generate enthusiasm about the topic. You are a professional presenting to professionals; therefore, dress the part by wearing business attire. Speak clearly and distinctly at a volume loud enough to be heard clearly throughout the presentation.

Limited notes can be used during your presentation, but reading directly from your notes would not be the best practice, nor would reading from your visuals. Rehearse your presentation before recording. Research and follow the industry standards for recommended best practices when giving an oral/visual presentation.

Your recorded presentation should last 9 – 11 minutes. Once your presentation is complete, save it to a shareable location (e.g., OneDrive, Dropbox, YouTube, etc.) and generate a link by which the presentation can be accessed. Ensure the settings will allow anyone with the link to view your presentation. Submit your link to the submission area for this assignment.