

## ENL 265: Unit 4

In teams, you will summarize and synthesize key findings from the semester to develop a how-to guide on “How to Establish Credibility in the Workplace.” Your guide should have a specific audience and purpose, and should extend the work you have done in the previous units. For example, you might create the guide for company employees in the case study. This project synthesizes and extends your work throughout the semester, having these goals:

- To apply collaborative writing principles from the readings to your team project
- To synthesize knowledge from your previous work in this course into a coherent argument
- To employ effective presentation strategies
- To present information in multiple modes (audio, visual, text)

In this unit, you will develop these documents in GoogleDrive:

- Proposal that defines your project
- Team charter, meeting agendas, and meeting minutes
- Work log of individual team member’s contributions and time spent on the project
- Multi-modal guide delivered via presentation software to the class

For the multi-modal guide, your team’s presentation must integrate the following modes:

- Audio (music and/or voiceover)
- Visual (graphs, images, and/or videos)
- Text (script of all voiceover audio or handout summarizing key findings)

Your project will be evaluated in these areas: content, organization, style and mechanics, and information design.

Note: You must participate substantially in all phases of the team project to receive a passing grade. If you do not participate, you will receive a 0 (zero) grade. If at any time, your team experiences dysfunction, take action. Talk to each other. Talk to me.