This project is due on Wednesday Feb 22,2012 at 12;00 noon . It is important that all points be cover in the different sections as requested. The level of plagiarism must not be above 15% for this paper.

**SECTION A ;** Write 500 words minimum that respond to the following questions with your thoughts, ideas, and comments. Be substantive and clear, and use examples to reinforce your ideas:

Discuss with your colleagues your ideas on how the classic communication model applies to today’s e-communication techniques. Include the following in your discussion:

* What is the role of the sender and receiver or encoder/decoder in e-communication today?
* How do you decide what type of communication tool to use?
* What do you consider when selecting an e-communication channel in a professional environment versus a social environment?
* What are some of the things you anticipate from the receiver or decoder side of the model today? For example, a speedy response via instant messaging or the lack of spontaneity when using e-mail versus traditional face-to-face discussions may drive the type of sender tool you use.

**SECTION B; In this section , you will have to write 900 words minimum , including a running head, paper number, abstract, and a reference page at the end .All must be in APA format . The level of plagiarism must not be above 15%.**

Choose one of the following topics below, You will follow this topic throughout the session as you research, write, and develop your oral presentation.

* Communication problems in your company
* Communication tools used in communicating to a company’s stakeholders
* How to prepare for a job interview
* How to communicate effectively in cross-cultural communications
* Using nonverbal communication effectively

You have been asked by your supervisor to deliver an oral presentation about a business communications topic to a group of business managers who work for both small and large and public and private organizations.

**Use the following steps to plan your presentation. These steps are designed to help you analyze the audience, content, and context of your presentation. Draft an outline that includes the following:**

**1. Organize the presentation:**

** Introduction**

** Body**

**o Include 3-5 Main Points in the body**

** Conclusion**

**2. Know the audience: Summarize three characteristics of your audience. Do this by addressing the following:**

** Research information about the responsibilities of a business manager.**

** What is the education requirement for a business manager?**

** Why would the business manager care about communications?**

**o Compile any other information to help show the relevance and connection of your topic with the audience.**

**3. Know the intent of the presentation.**

** What is the purpose of the presentation? Summarize the intent of the presentation. Write one sentence that states the purpose of your presentation. An example could be as follows: The intent of this presentation is to help business managers understand how to use communication tools to more effectively communicate with employees.**

**4. Prepare the introduction: Write the introduction of the presentation to help create the foundation of the rest of the content of the presentation. Develop the introduction and include the following:**

** Opener**

**o Use an opening line that hooks your audience and draws them into the presentation. This can be a startling statistic, an excerpt from a book or song, or any other opening that helps your audience understand the context of your presentation.**

** Thesis statement or main idea of your presentation**

**o Write a clear thesis statement. The thesis is the main idea that prepares your audience for the rest of the presentation. All reasons in the body of the presentation support the thesis.**