

Internet Activity Presentation Planner

Introduction to Business Chapter 11 [Insert correct chapter title]

In Chapter 11, you learned that one of the main goals of a government is to provide goods and services to the public. One such service provided by the national government is the support of small businesses through the Small Business Administration (SBA). The SBA is a U.S. agency that protects the interests of small businesses. Find out more about other goods and services provided by the government and do your own research to see how they operate and benefit society. Produce and present a 10-minute talk outlining a specific good or service provided by the government.

Action Steps for Planning a Presentation

1. Get started by building background knowledge. Read newspaper articles, search the Internet, and make personal phone calls to local experts to understand the issues.
2. Decide on a specific topic. Narrow your focus to a topic that interests you.
3. Research your topic in greater depth. Use books, local media, the Internet, and personal interviews. Take detailed notes and maintain a bibliography as you work.
4. Review your notes and write an outline of your presentation.
5. Plan and create visual aids.
6. Write a draft of your presentation and practice it. Rewrite, practice again, and present.

1. Build Background Knowledge

Did You Know?

[begin bulleted list]

The Small Business Administration (SBA) was established by the Small Business Act of July 30, 1953.

Nearly 20 million small businesses have received direct or indirect help from SBA programs since 1953.

Over the past 10 years the SBA has helped almost 435,000 small businesses get more than \$94 billion in loans.

Last year alone, the SBA backed more than \$12 billion in loans to small businesses.

The SBA's current loan portfolio of 219,000 loans worth more than \$45 billion makes it the largest single financial backer of U.S. businesses in the nation.

Questions to Ponder

Think about these questions and what they might have to do with other government goods or services provided.

[begin bulleted list]

- What types of businesses or individuals have a need for SBA services?
- Are there businesses that are more dependent on government programs such as the SBA than others?
- How does the government funding process operate for services such as the SBA?
- What types of businesses are eligible for SBA services?
- Why does the national government feel that it is important to provide such services to small businesses within the country?

Key Search Words

Use key words to search for Web sites that relate to your topic. List other key words you uncover in your search. Take notes about what you find and review your notes later as you narrow your topic.

government roles, national government, government services, small business, the Small Business Administration

Web Sites

2. Decide on Your Topic

Narrow Your Focus

Complete the following flow chart to narrow your topic. Choose a subject that interests you and that will also interest your audience. Write a title and a sentence or two about your talk and ask your teacher to approve it or suggest changes.

Government Roles > Government Services > the Small Business Administration >
_____ > _____

Title: _____

Description: _____

Approval: _____ Date: _____

(Teacher's Signature)

3. Conduct Research

Maintain a Bibliography

In addition to Web sites you use in your research, list books and periodicals you consult, and contact information for experts you interview.

Books

4. Write an Outline

Main Ideas and Details

Review your notes and think through the main ideas and details you want to include in your presentation. Put the main ideas in a logical order and list them in outline form as major headings. Include at least two details under each main idea.

I. Introduction

A. _____

B. _____

II. Main Idea

A. _____

B. _____

III. Main Idea

A. _____

B. _____

IV. Main Idea

A. _____

B. _____

V. Conclusion

A. _____

B. _____

5. Plan Visual Aids

Charts, Graphs, Photos, and Video Clips

Describe the visual aids you plan to use in your presentation or use the space below to sketch charts or graphs you will create.

Tips on Creating and Using Visual Aids

[begin bulleted list]

Keep them simple, use them sparingly, and make them visible to everyone in the audience.

Explain the content of the aid when you first show it.

When you finish with the aid, remove it or cover it up.

Be prepared to give your talk without visual aids if technical problems occur.

6. Write, Practice, and Present

Rehearsal Time

After writing a draft of your presentation, rehearse by yourself in front of a mirror. Then ask two others to listen and evaluate your talk. Ask them to complete the evaluation form below. Then, use their comments to rewrite and improve your talk. Then, practice again before making your final presentation.

	Evaluator #1	Evaluator #2
1. Did my introduction grab your interest?	_____	_____
2. Did I present my ideas logically?	_____	_____
3. Were my visual aids useful?	_____	_____
4. Did I speak clearly and slowly?	_____	_____
5. Are you interested in learning more?	_____	_____

6. Suggestions for how I can improve:
