

# Internet Activity Presentation Planner

## Introduction to Business Chapter 18 Technology in the Workplace

In Chapter 18, you learned that, “People depend on getting information quickly and easily.” One way people can transfer information quickly is known as electronic information transfer. For example, companies are able to transfer paychecks directly to employees’ bank accounts, and consumers can transfer money from one bank to another using a computer. Produce and present a 10-minute presentation about the many uses of electronic information transfer. Discuss the positives and negatives of each.

### *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?**

*Think about these fascinating facts and what they might mean to electronic information transfer.*

#### **[begin bulleted list]**

- Most e-mail servers have a limit on the number of bytes you can send.
- Vannevar Bush established the U.S. military/university research partnership that later developed the *ARPANET*, which evolved into the Internet.
- Computer engineer Ray Tomlinson invented Internet-based e-mail in late 1971.
- File Transfer Protocol (FTP), a standard Internet protocol, is the simplest way to exchange large files between computers on the Internet.
- There are several Web sites that allow people to transfer files that are too large to be transferred via e-mail.

#### **[end bulleted list]**

#### **Questions to Ponder**

*Think about these questions and what they might have to do with electronic information transfer.*

#### **[begin bulleted list]**

- How can I determine what the largest file I can e-mail is?
- What determines how large a file is?
- What industries need to be able to send large amounts of information?
- What are the ethical concerns in sending personal information over the Internet?

- What inhibits the transfer of large amounts of data?
  - Are there any legal issues concerning electronic information transfer?
- [end bulleted list]**

**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.*

FTP, electronic medical records, servers, UNIX, packet switching

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**Web Sites**

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## 2. Decide on Your Topic

### **Narrow Your Focus**

*Complete the following flow chart to narrow your topic. Choose a topic 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.*

Workplace Technology > Electronic Information Transfer > \_\_\_\_\_

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**

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#### 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.*

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### **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.

