**Professional Dress Presentation**

**Your Job**

You are the lead trainer for an office management firm and it is your responsibility to provide new employees with instruction on how to dress professionally in the workplace. Your supervisor has asked you to create a presentation that may be shown on the first day of new employee orientation. **Directions:** Create a presentation of the dos and don’ts of professional dress. The presentation mustinclude the following:

* Title slide
* Minimum of five additional slides
* At least two images on each slide
* Resource slide (include all websites where you received your information)

*For extra credit, students may dress professionally when presenting to the class.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **10 Points** |  | **5 Points** |  | **0 Points** | **Points** |  |
|  |  |  |  |  |  |  |  |  |  |  |  | **Earned** |  |
|  | **Slides** |  |  | Title slide and five |  |  | Missing one or |  |  | Missing three or more of the |  |  |  |
|  |  |  |  | additional slides |  |  | two of the |  |  | required slides |  |  |  |
|  |  |  |  |  |  |  | required slides |  |  |  |  |  |  |
| **Professional** |  | The student gives an |  | The student **does** |  | Explanation of grade: |  |  |
| **Presentation** |  | introduction of |  | **not** give an |  |  |  |  |  |
|  |  |  |  | him/herself |  | introduction of |  |  |  |  |  |
|  |  |  |  |  |  |  | him/herself |  |  |  |  |  |
|  | **Organization** |  |  | Thoughts and points |  |  | Thoughts show |  |  | Thoughts are **unorganized** |  |  |  |
|  |  |  |  | well organized |  |  | **some** |  |  | throughout the presentation |  |  |  |
|  |  |  |  | throughout the |  |  | **organization** |  |  |  |  |  |  |
|  |  |  |  | presentation |  |  | throughout the |  |  |  |  |  |  |
|  |  |  |  |  |  |  | presentation |  |  |  |  |  |  |
| **Content** |  | The student has |  | The student has |  | The student has no sources |  |  |
|  |  |  |  | accurate |  | little information |  |  |  |  |  |
|  |  |  |  | information from |  | or uses unreliable |  |  |  |  |  |
|  |  |  |  | reliable sources |  | sources |  |  |  |  |  |
|  | **Visuals** |  |  | The student |  |  | The student |  |  | The student does not include |  |  |  |
|  |  |  |  | incorporates two |  |  | incorporates less |  |  | any images |  |  |  |
|  |  |  |  | images on each |  |  | than two images |  |  |  |  |  |  |
|  |  |  |  | additional slide |  |  | on each |  |  |  |  |  |  |
|  |  |  |  |  |  |  | additional slide |  |  |  |  |  |  |
| **Professional** |  | Student is dressed in |  | Student is |  | The student is not dressed in |  |  |
| **Appearance** |  | business |  | dressed in |  | business attire |  |  |
| **(extra credit)** |  | professional attire |  | business casual |  |  |  |  |  |
|  |  |  |  |  |  |  | attire |  |  |  |  |  |