

# Team Reports and Presentations

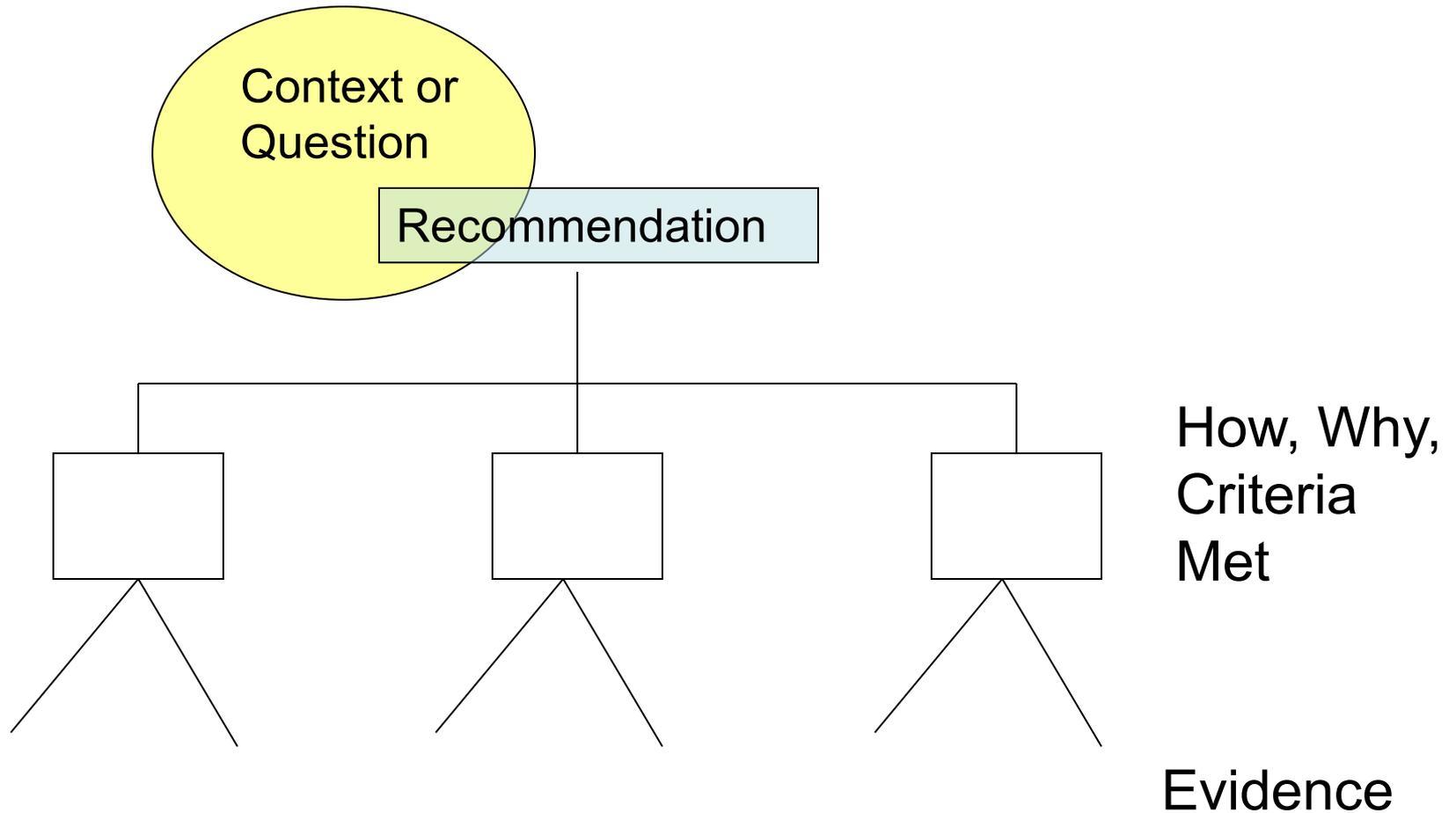
# Reports Have Layered Organizations

- Front matter
  - Transmittal letter or cover document
  - Executive Summary
- Body of the report
  - +Ten pages → table of contents
  - Intro contains context, scope, purpose, and recommendations
  - Conclusion sums up main points and reiterates recommendations
- Appendices: specific information for specific readers

# Tables and Charts: In the Body of the Report or Appendices?

- If in the body (i.e., of interest to all readers and crucial to the argument):
  - Introduce it
  - Number it
  - Title it
- If in the appendices (i.e., of interest to specific readers and not essential to the argument)
  - Refer to it in the body
  - Number it
  - Title it

# Minto Pyramid



# Direct Structure

- It's not direct structure if
  - You spend too much time setting up the situation
  - You take the listener through your thought process
- Instead focus on the main idea or recommendation and provide support for it

# Guidelines for Team Presentations: the Three “C’s”

- Coherent
  - Parts fit together
  - Transitions move from point to point
  - Parts reinforce the whole
- Consistent
  - Slide design
  - Tone
- Choreographed
  - Timing
  - Transitions
  - When your team is on, you’re on

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