

To: Mark Hearn
From: Kati Richards
Class: CBA 350-01 Business Communications 08:45 MWF
Semester: Spring 2016
Subject: Individual Presentation
Topic: March of Dimes

Due Dates: Memo of Transmittal through References (03/22/2016)
Appendices A & B (04/03/2016)

Presentation: To be presented April 5, 2016

Length of Paper: 1303 Words (INTRODUCTION, P.1, through SUMMARY, P.4)
Required length is 1250 Words

Plagiarism: Passed SafeAssign Percentage 9% (03/20/2012)
List any previous SafeAssign Scores under the final score i.e.
Failed SafeAssign Percentage 48% (03/18/2012)

APA References: One. *List the number of unique references. A particular web site can only be listed once, i.e. this example only has one reference. Undergraduate requirement is eight. Graduate is twelve.*

Inserts: Figure 1: Preterm Birth Rates in the U.S. 2002, P. 3
Figure 2: Premature Births in Alabama 1992-2002, P. 4

PowerPoint slides: Total number of slides 17 including the following:
Title slide
Overview slide
Graph slide(s), slide #12, 13, 14
AutoShape slide(s), slide #15
Summary slide, slide #17
List the page numbers for graphs/autosshape/summary slides

Appendices: Appendix A: PowerPoint Slides
Appendix B: PowerPoint Note Pages
Each appendix has a cover page that is numbered consecutively

If you have any questions or need additional information, please contact Kati Richards at (555) 555-5555 or krichards@jsu.edu.