**GreenTalk Prompt**

**Format:**

TO: Your Instructor DATE (of submission)

FROM: Your Name

SUBJECT: Green Talk on .... (be specific)

**Introduction**

Who? What? Where? When (date of presentation)? "Set the stage...."

**Summary of Content**

Include information on:

* Who was the intended audience?
* What was the purpose of the presentation?
* Provide a brief summary.
* What are some of the challenges being faced by the company/speaker/product?
* What else did you learn, that perhaps you didn't know before the presentation?
* Were there ideas that relate to your interests, research, major, or future?
* Were visuals aids, such as PowerPoint use? Were they helpful?

**Concluding Statement**

* Overall, what do you believe were the benefits of viewing the GreenTalk?

**(Proofread!)**

Grading

* Clear and appropriate introduction     2  \_\_\_\_\_\_\_
* Descriptive content (see above) 4  \_\_\_\_\_\_\_
* Conclusion         1  \_\_\_\_\_\_\_
* Grammar, punctuation, spelling, etc. 3 \_\_\_\_\_\_\_

   (more points will be deducted if not written at college level)

Total possible points 10  \_\_\_\_\_\_\_