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

Communication for Managers
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

Context or Question

Recommendation

How, Why, Criteria Met

Evidence

Communication for Managers
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