

# Internet Activity Presentation Planner

## Introduction to Business Chapter 29 Checking Accounts

In Chapter 29, you learned that, “Banks offer various services for checking accounts.” One such service is a debit card. A debit card is used like a credit card, but the money is immediately taken out of the user’s checking account. Produce and present a 10-minute talk about debit cards. Discuss the advantages and disadvantages associated with debit cards.

### *Action Steps for Planning a Presentation*

1. Get started by building background knowledge. Read newspaper articles, search the Internet, and make personal phone calls to local experts to understand the issues.
2. Decide on a specific topic. Narrow your focus to a topic that interests you.
3. Research your topic in greater depth. Use books, local media, the Internet, and personal interviews. Take detailed notes and maintain a bibliography as you work.
4. Review your notes and write an outline of your presentation.
5. Plan and create visual aids.
6. Write a draft of your presentation and practice it. Rewrite, practice again, and present.

### **1. Build Background Knowledge**

#### **Did You Know?**

*Think about these fascinating facts and what they might have to do with issues related to your topic.*

#### **[begin bulleted list]**

- Many banks combine their ATM cards and debit cards.
- Debit cards usually carry more liability than checking accounts.
- By 1998, more than 73 million debit cards had been issued.
- In some countries a small fee is charged with each use of a debit card.
- Credit card companies are most often the issuers of debit cards.

#### **[end bulleted list]**

#### **Questions to Ponder**

*Think about these questions and what they might have to do with issues related to your topic.*

#### **[begin bulleted list]**

- How do debit cards work?
- What happens if I use my debit card for a purchase that exceeds the amount in my checking account?
- Are debit cards safe to use on the Internet?
- What is “blocking”?
- Is there any legislation that protects debit card users?

#### **[end bulleted list]**

**Key Search Words**

*Use these key words to search for Web sites that relate to your topic. List other key words you uncover in your search. Take notes about what you find and review your notes later as you narrow your topic.*

electronic funds transfer, checking account, identity theft

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**Web Sites**

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## 2. Decide on Your Topic

### **Narrow Your Focus**

*Complete the following flow chart to narrow your topic. Choose a topic that interests you and that will also interest your audience. Write a title and a sentence or two about your talk and ask your teacher to approve it or suggest changes.*

Electronic Funds Transfer > Debit Cards > \_\_\_\_\_

Title: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

(Teacher's Signature)

## 3. Conduct Research

### **Maintain a Bibliography**

*In addition to Web sites you use in your research, list books and periodicals you consult, and contact information for experts you interview.*

#### **Books**

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#### 4. Write an Outline

##### **Main Ideas and Details**

*Review your notes and think through the main ideas and details you want to include in your presentation. Put the main ideas in a logical order and list them in outline form as major headings. Include at least two details under each main idea.*

##### I. Introduction

A. \_\_\_\_\_

B. \_\_\_\_\_

##### II. Main Idea

A. \_\_\_\_\_

B. \_\_\_\_\_

##### III. Main Idea

A. \_\_\_\_\_

B. \_\_\_\_\_

##### IV. Main Idea

A. \_\_\_\_\_

B. \_\_\_\_\_

##### V. Conclusion

A. \_\_\_\_\_

B. \_\_\_\_\_

## 5. Plan Visual Aids

### **Charts, Graphs, Photos, and Video Clips**

*Describe the visual aids you plan to use in your presentation or use the space below to sketch charts or graphs you will create.*

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### **Tips on Creating and Using Visual Aids**

**[begin bulleted list]**

Keep them simple, use them sparingly, and make them visible to everyone in the audience.

Explain the content of the aid when you first show it.

When you finish with the aid, remove it or cover it up.

Be prepared to give your talk without visual aids if technical problems occur.

## 6. Write, Practice, and Present

### Rehearsal Time

*After writing a draft of your presentation, rehearse by yourself in front of a mirror. Then ask two others to listen and evaluate your talk. Ask them to complete the evaluation form below. Then, use their comments to rewrite and improve your talk. Then, practice again before making your final presentation.*

	Evaluator #1	Evaluator #2
1. Did my introduction grab your interest?	_____	_____
2. Did I present my ideas logically?	_____	_____
3. Were my visual aids useful?	_____	_____
4. Did I speak clearly and slowly?	_____	_____
5. Are you interested in learning more?	_____	_____

6. Suggestions for how I can improve:

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