

ORAL PERFECTION

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ORAL PERFECTION OVERVIEW

- ◎ Potential Clients
- ◎ Selling Strategies
- ◎ Why Choose Oral Perfection Seminars
- ◎ Profitability

ORAL PERFECTION POTENTIAL CLIENTS

○Midwestern Liberal Arts Colleges



ORAL PERFECTION SELLING STRATEGY

- ◎ How is Oral Perfection Seminars vital to yours College?
- ◎ Benefits of participating in an Oral Perfection Seminar
 - Build upon skill set
 - Helps with classes
 - Helps with grades
 - Attracts Alumni investments
 - Minimal cost for small fraction of time

ORAL PERFECTION

WHY ORAL PERFECTION

- ◉ Develop a strategy for an effective oral presentation
- ◉ Recognize when it is necessary to use an informative or persuasive speech
- ◉ Develop the content of the presentation
- ◉ Establish creditability and construct our own creditability
- ◉ Appropriate the best speaking support

ORAL PERFECTION

WHY ORAL PERFECTION

- Understand the importance of coordinating your efforts and practicing presentation
- Deliver the presentation effectively
- Address questions asked by the audience

ORAL PERFECTION PROFITABILITY

Oral Perfection Product Pitch

Potential Clients

Midwest Conference Colleges

	Enrollment
Grinnell	1,500
Illinois College	1,200
Knox	1,440
Monmouth	1,370
Lake Forest	1,300
Beloit	1,250
Ripon	1,100
St. Norbert	1,660
Lawrence	1,400
Caroll	1,720

Total Students: 13,940

Attract 20% of students 5,306

Base Charge + Outside Expenses \$ 30.00

\$ 159,180.00

Outside Colleges

	Enrollment
Carleton	1,990
Cornell	1,200
Colorado	1,900
Luther	2,600
Macalester	1,900
St. Olaf	3,000

Total Students: 12,590

Total Possible Students 26,530

ORAL PERFECTION CONTRACT

- ⦿ **CONTRACT OF COOPERATION**

- ⦿ Oral Perfection Seminars referred to hereinafter as “Consultant” together with MC Consulting referred to hereinafter as “Contractor” represented by Chet Amagan hereby referred to together as “the Parties” have agreed on the date of signature as follows:

- ⦿ **Preamble**

- ⦿ This is a special contract offered exclusively for MC Consulting.

- ⦿ **1.0** The Consultant delivers a one-day in-house training course on oral presentation skills (hereinafter referred to as the “Seminar”)

- ⦿ The date and venue of the Seminar will be: November 24, 2009 [Venue: Monmouth College Wackerly Center, Monmouth, IL 61462]:

- ⦿ **1.1** The Consultant shall undertake the following activities in the framework of this contract:

- ⦿ **a.** Provide presentations and hold open discussions during the Seminar on the date and at the venue defined in this contract.

- ⦿ **b.** Provide skills in preparing, organizing, deliver oral presentations

- ⦿ **c.** The Seminar will be held and moderated by Oral Perfection Seminars

- ⦿ Language of the event: English.

- ⦿ **d.** The Consultant provides the following items for all participants:

- ⦿ ☐ Handbook on Oral Presentation

- ⦿ ☐ Certificate of Completion

- ⦿ ☐ Special VIP user privilege with access to content on www.oralperfectionseminars.com

ORAL PERFECTION CONTRACT CONTINUED

- ⦿ **1.2** The Contractor shall undertake the following activities and provide the following items in the framework of this contract:
 - ⦿ **a.** Full administrative organization of the Seminar including organization of participants through their preferred means, i.e. charging the participants, selection process, etc.
 - ⦿ **b.** Conference room suitable for the number of participants
 - ⦿ **c.** All technical equipment for the Seminar, as requested by the Consultant, including notebook, projector, etc.
 - ⦿ **d.** Coffee breaks and lunch during the Seminar
 - ⦿ **e.** Round-trip airfare for the consultant, economy class
 - ⦿ **f.** Accommodation at minimum four-star hotel, meals, and travel for the Consultant
- ⦿ **2.0 Pricing:** For the activities described in 1.1 the total net amount of 4,500 EUR (four thousand five hundred euros) will be invoiced to the Contractor after the satisfactory completion of the Seminar. This amount is separate from any costs specified under section 1.2 of this contract and payable in full directly to the Consultant.
- ⦿ **2.1** Travel (flight tickets in economy class), transfers and accommodation for the Consultant shall be organized and provided by the Contractor in advance and must be received by the Consultant no later than 8 days following the signature of this Contract.
- ⦿ **2.2** Accommodation at a hotel for an appropriate length of time, agreed upon between the Consultant and the Contractor, shall be organized and provided by the Contractor; the Contractor shall also provide all meals during the stay and transportation for the Consultant between the hotel and venue.

ORAL PERFECTION

CONTRACT CONTINUED

- ◎ **3.0 Payment:** at the end of the event evaluation sheets are handed out. The first question on the evaluation sheet is: Did you like the training? Yes/No. If more than 50% of the responses is “No” Oral Perfection Seminars will not invoice for the event. In any other circumstances Oral Perfection Seminars will invoice the amount. The invoice issued is payable within 8 days of receipt.
- ◎ **4.0 Confidentiality:** In the course of performing Consulting Services, the parties recognize that they may come in contact with or become familiar with information that the Consultant or its subsidiaries or affiliates may consider confidential. This information may include, but is not limited to, information pertaining to the Consultant's services, which information may be of value to a competitor. Contractor agrees to keep all such information confidential and not to
 - ◎ Discuss or divulge it to anyone other than appropriate Contractor personnel or their designees, i.e. no recordings.
- ◎ **5.0 Entire Agreement and Amendments:** This Agreement constitutes the entire agreement of the parties with regard to the organization of the Seminar, and replaces and supersedes all other agreements or understandings, whether written or oral. No amendment or extension of this Agreement shall be binding unless in writing and signed by both parties.
- ◎ **5.1 Binding Effect, Assignment:** This Agreement shall be binding upon and shall insure to the benefit of the Consultant and the Contractor and to the Contractor's successors and designees. This contract shall enter into force on the date of signature and shall expire upon completion of the work undertaken by the Consultant. The contract shall also expire if travel and
 - ◎ Accommodation arrangements (including the receipt of plane ticket by the Consultant) are not duly fulfilled by the Contractor 30 (thirty) days before the organization of the Seminar.
- ◎ **5.2 Governing Law, Severability:** This Agreement shall be governed by the laws of American and are within the jurisdiction of the City Court of Monmouth, IL. The invalidity or unenforceability of any provision of the Agreement shall not affect the validity or enforceability of any other provision.

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BIBLIOGRAPHY

- Fast, Julius, and Barbara Fast. *How we mean more than we say: Talking between lines*. New York: Viking, 1979. Print.
- This source explains the beat and rhythm of voices during speaking. It also discusses pitch, and its effectiveness; and also how the tone of the speech is decided due to this factor.
- Goodall, H. L., Sandara Goodall, and Jill Schiefelbein. *Bussiness and Professional Communication in the Global Workplace*. 3rd ed. Wadsworth, 2010. Print.
- This source helped us in constructing our objectives and also helps us define general information on effective oral presentaions.
- Halliday, Mina G., ed. *A Guide for Teaching Speech Today: Six Alternative Approaches*. Skokie: National Textbook Company, 1979. Print.
- This book gives offers guidance on career communication and public speaking. It also helps state objective of effective oral speaking.
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- Hasling, John. *Message, the speaker, the audience*. New York: McGraw-Hill, 1982. Print.
- This book shows the importance of organization. It also gives information on gathering information, selecting a purpose and subject, delivering the message, and understanding the audience.
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- Haynes, Judy L. *Organizing a Speech: A Programmed Guide*. Englewood Cliffs: Prentice-Hall, 1973. Print.
- This book helps to evaluate outline and identify errors. It also helps to continue to revise speech and create a final draft that is presentation ready.
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BIBLIOGRAPHY CONTINUED

- Lessac, Arthur. *Use and Training of the Human Voice A Practical Approach to Speech and Voice Dynamics*. London: Drama Pub, 1980. Print.
- This book discusses the physical aspects of voice and speech, such as, how to breath properly, and body gestures.
- "Oral Prsentation Skills." *www.princeton.edu*. 2007. McGraw Center, Web. 22 Sep 2009. <http://web.princeton.edu/sites/mcgraw/oral_presentation_skills.html>.
- This source goes through the basic outline of an oral presentation from conception to finishing presenting. Therefore it is useful to give us ideas about what could be added to teach in our training program. It is also acquired from numerous sources so carries credible weight when used. Furthermore it discusses less thought of basics, for example questioning at the end.
- "Oral Technical Writing: Oral Presentations." *www.io.com*. io, Web. 22 Sep 2009. <<http://www.io.com/~hcexares/textbook/oral.html>>.
- This source goes through the basic outline of an oral presentation from conception to finishing presenting. Therefore it is useful to give us ideas about what could be added to teach in our training program. The source also talks about persuasive and informative styles, which are mentioned in our objectives. Thus it gives us as overview of that objective. This source is acquired from part of a training program as well so this again adds to the value of the source.
- "Parts of an Argument." *Writing Guides*. Colorado State University, 2009. Web. 22 Sept. 2009.
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- This site helps us to distinguish what position one is taking during oral presentations.