Assignment #1  
Professional Organization Presentation  
ENG 673

Description
In this assignment, you’ll work together in small groups of two-to-four people to explore a professional organization within the field of technical and/or business communication. The purpose of this assignment is to explore the various professional organizations associated with the field and so to get a better sense of how the profession organizes and sees itself. You will prepare a profile of each organization and present it in class on Tuesday, September 11. Your presentation should not exceed ten minutes.

I would like to see one group each explore the following organizations:

- Society for Technical Communication
- IEEE Professional Communication Society
- American Society for Training and Development
- Usability Professionals Association
- ACM Special Interest Group on the Design of Communication
- International Association of Business Communicators
- Project Management Institute
- American Medical Writers Association
- HTML Writers Guild
- ...or any other organization you’d like to explore (please check with me first).

As you prepare your profile of each organization, consider the following questions:

- What are the organizations’ goals?
- What are the characteristics of the organizations’ members? I.e., who are the folks who usually belong to this organization?
- How is the organization . . .organized? (i.e. governmental/organization structure)
- Are there any local chapters of the organization?
- Does the organization have any publications? If so, what are their titles and publication frequency?
- Does the organization have any conferences? If so, what are they and when do they occur?
- Does the organization sponsor any other types of activities?
- Does the organization provide any services to its members?
- Are there any members of the organization in the Mankato area? In the Twin Cities area?

Due date
Each group will prepare a ten-minute presentation for class on Tuesday, September 11.
Evaluative Criteria and Standards

**Good**
- Your presentation is targeted to the needs of the students in this course.
- The presentation addresses all of the questions listed above.

**Average**
- Your annotation is somewhat appropriate for the students in this course.
- The presentation addresses some of the questions listed above.

**Poor**
- Your presentation is not appropriate for the students in this course.
- The presentation addresses few of the questions listed above.