

Each Business Policy team (in all sections!) will be offered one 90-minute rehearsal session with a Communication Fellow at the Bernard L. Schwartz Communication Institute. Our Fellows are academic professionals with specialized expertise in teaching (and using!) communication skills. They will serve as an interested, engaged audience for your rehearsal, helping you develop stronger presentation skills now, and for the future.

Note: Students can choose between in-person and Zoom sessions. If you can't find the modality you need, contact Alana.Rios@baruch.cuny.edu to request a custom appointment.

How do we schedule our rehearsal session?

Appointments are made on our online scheduler: blsci.mywconline.com. All sessions will take place between **April 3 and May 12**. When making an appointment, note that **sessions are labeled “in-person” or “online;” please be aware of which modality you are signing up for.**

Although there will be many available sessions, there are also many student groups. **For the best selection, book your rehearsal as soon as possible.** Your group session will be booked under only one student's name, so let that person know your whole group's shared availability—and **be sure they forward the confirmation email to the whole group, as it contains important information.**

Where will the rehearsal session take place?

Zoom: When you book your session on our online scheduler (blsci.mywconline.com) you will receive a confirmation email with instructions for joining your Zoom session.

In-Person: Sessions are at the Bernard L. Schwartz Communication Institute: 137 E. 25th Street. When you arrive, please check in with our Administrative Coordinator in room 315A, or look for signage outside 315A.

What happens in a rehearsal session?

You can expect that your Communication Fellow will begin by asking you to set specific goals for your 90-minute session. How you'll meet those goals will vary, but all rehearsals are working sessions where you'll practice strategies for developing your presentation's clarity, organization, and central message. You might also rehearse your presentation to identify strengths and areas for improvement, internalize your talking points, and strengthen your delivery. You should expect to leave your session with actionable to-do's for revision.

How can we make the most of our rehearsal session?

- Schedule your session for a few days before your final in-class presentation, so you have time afterward to put into practice what you learned
- Have all your documents on hand (e.g. assignment, PPT) and be prepared to use and share them
- Complete **the next page** to begin drafting your central message

Any fine print?

- **Arrive on time.** All rehearsal sessions are scheduled for 90 minutes. If your team isn't present on Zoom or in person 15 minutes into your scheduled time, you'll lose your slot.
- **Be sure all group members are present.** Rehearsal sessions are most productive with the entire team.
- **Cancel your appointment if you can't make it.** You may cancel your session with 24 hours notice by using the online scheduler. This ensures other students can take your place.

I still have a question...

Feel free to contact us! You can reach the Institute's Administrative Coordinator, Alana Rios, via email at [<alana.rios@baruch.cuny.edu>](mailto:alana.rios@baruch.cuny.edu).

Drafting Central Messages to Prepare for Your Rehearsal Session

In preparation for your Rehearsal Session, draft your group's central message below and bring this completed handout with you.

You'll recall that a central message serves as the guiding claim or set of claims that a presentation seeks to communicate.

A central message asserts a **debatable claim** supported by **specific evidence**, thereby **overviewing** the presentation's main ideas.