

**WPD 39806_FYP DIPLOMA
PRESENTATION ASSESSMENT_FORM 3**

Student's Name:		ID No:	
Programme:			
Course Code:	WPD 39806	Tel No:	
Project Title:			
Supervisor:			
Examiner:			
Assessor:			

PRESENTATION ASSESSMENT

CRITERIA	Wt.	SCORE					ACTUAL SCORE
1. Introduction and Objectives	6	1-2	3-4	5-6	7-8	9-10	
Clarity of the introduction and project background	(1)						
Clarity of the objectives (achieved or not achieved)	(2)						
Clarity of originality and novelty of project	(1)						
Understanding of project	(2)						
2. Content of Presentation	9	1-2	3-4	5-6	7-8	9-10	
Structure of explanations	(1)						
Clarify research methodology and/or project cost	(2)						
Understanding of results, data analysis, & discussion	(3)						
Summarize of the project	(2)						
Recommendations	(1)						
3. Presentation Skills and Q&A	5	1-2	3-4	5-6	7-8	9-10	
Interpersonal ability, communication skills, and expression (confidence, lively, eye contact, etc)	(2)						
Organization of presentation	(1)						
Ability to handle questions	(2)						
TOTAL SCORE :							
TOTAL MARK = (TOTAL SCORE/200) x 30% :							

VERIFICATION

General comment:			
Assessed by:			
Signature:		Date & Time:	

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SCORE GUIDELINES

CRITERIA	STANDARD AND SCORE				
	1-2	3-4	5-6	7-8	9-10
1. Introduction and Objectives	Introduction is unclear.	Introduction is somewhat in unclear manner.	Introduction is adequately clear.	Introduction is clear.	Introduction is very clear.
	The purpose of the project and the research questions are explained in a very poor manner.	The purpose of the project and the research questions are explained in a somewhat unclear manner.	The purpose of the project and the research questions are explained satisfactorily.	The purpose of the project and the research questions are explained in a clear manner.	The purpose of the project and the research questions are explained in a very clear manner.
2. Content of Presentation	Most category elements omitted. Effectiveness of presentation was severely diminished.	Some category elements omitted and poor quality of presentation.	Present category of element adequately.	Met all criteria with some rated as good while others rated as adequate.	Demonstration of full knowledge of the subject with explanations and elaboration.

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3. Presentation Skills and Q&A	<p>Significant incorrect pronunciation of terms. Voice level too low or too high.</p> <p>Monotonous, no eye contact, and organization of presentation is very poor.</p>	<p>Some incorrect pronunciation of terms. Voice level too low or too high.</p> <p>Monotonous, no eye contact, organization of presentation is poor.</p>	<p>Voice is satisfactorily clear and at a proper level. Most words pronounced correctly.</p> <p>Little eye contact, uneven rate, little expression and organization of presentation is satisfactorily.</p>	<p>Voice is clear and at a proper level. Words pronounced correctly.</p> <p>Some eye contact, steady rate and organization of presentation is good.</p>	<p>Very Clear voice and correct, precise pronunciation of terms.</p> <p>Good eye contact, steady rate, enthusiasm confident and organization of presentation is excellent.</p>
	<p>Unable to answer questions about the subject.</p>	<p>Able to answer some rudimentary questions about the subject.</p>	<p>Capable of answering some questions posed about the subject.</p>	<p>Able to accurately answer almost all questions posed about the subject.</p>	<p>Able to accurately answer all questions posed about the subject.</p>
	<p>Media used is not effective and does not support the understanding.</p>	<p>Media used is suitable; however, they barely support the understanding.</p>	<p>Media used is satisfactorily and support the understanding.</p>	<p>Media used are related to text and enhance understanding.</p>	<p>Text and presentation are reinforced by the use of visual aids.</p>