

## MARK 430 – TEAM PROJECT PRESENTATION

1. Presentations will be held during class time on Wednesday November 29th, 2017. Put yourselves into the position of making a presentation of the main highlights of your report to your "client".
2. You may use PowerPoint, Prezi, or other presentation software, plus whatever other visual aids you think will best get your point across. **Please avoid slides that are too text-heavy.** Remember that your "client" will have a copy of your full written report, so your presentation should not attempt to cover everything.
3. Each team will have 10 minutes for their presentation, plus 5 minutes for questions.
4. Please come prepared to listen and ask questions as well as make your own presentation.
5. The table below shows how the marks will be allocated. The presentation is worth 10% of the grade for the course.

MARKS		Mark available
<b>Organization</b>	Information is presented in a logical, interesting sequence which the audience can easily follow. Smooth handover between team members. Clear introduction of the team and the presentation outline. Good summation. Invitation for questions.	5
<b>Subject knowledge</b>	Excellent knowledge and confidence in the subject matter is demonstrated. Questions are answered fully and correctly.	5
<b>Visual aids Spelling, grammar</b>	Graphics add value by explaining and reinforcing the oral presentation. Graphics are clearly legible from the back of the room. Text / bullet points are kept to a minimum and the font is clearly legible. Animations and transitions are used judiciously and are not distracting. Presentation is free of misspellings and grammatical errors.	4
<b>Eye contact and audience engagement</b>	Students who are presenting maintain good eye contact with the audience and cover the room well. There is no reading from notes, from the monitor, or from the screen (unless it is a direct quote).	4
<b>Speech and body language</b>	Students who are presenting use a clear, strong voice with good projection and are clearly audible in all parts of the room. Confident and relaxed posture and presence and good use of space.	4
<b>Timing</b>	Excellent pace and timing of the presentation. All time available is used. All material is covered. Time is left for questions and discussion.	3
<b>TOTAL</b>	<b>Worth (10%)</b>	<b>25</b>