APPENDIX II

UNIVERSITY OF PRETORIA
DEPARTMENT OF CHEMICAL ENGINEERING
MARK SHEET FOR REPORTS AND PAPERS

AUTHOR: **MARKED BY:**

	MaxMark	
TITLE & SYNOPSIS Title: structure, impact, most significant keywords, no superfluous words: ☐ Title also appearing on synopsis page (reports only) Synopsis: objective (if not evident from title), method (if novel) ☐ Important constraints (if present) Main findings and, conclusions: ☐ Recommendations (where relevant) ☐ Impact (considered together with title) ☐	15	
INTRODUCTION: Short background (can the problem be understood?) ☐ Problem statement (is the objective justified?) ☐ Objective/Purpose: ☐ Method used, scope and constraints: ☐	10	
MAIN BODY: **Summary of relevant information taken from the literature:** Does the report demonstrate that the most important literature on the subject has been consulted, critically evaluated and understood? ☐ Does the literature show that the experiment was well designed? ☐	10	
Experimental: Has the experimental design and investigation been such that meaningful results could be expected? ☐	10	
Results &Discussion: Has the data analysis of the results been done thoroughly and critically, taking account of reliability and boundary conditions? Has the available knowledge been applied appropriately to the task on hand ☐ Has new understanding been generated? ☐	25	
CONCLUSIONS & RECOMMENDATIONS Summary of conclusions arrived at in the body: ☐ Each conclusion substantiated by results: ☐ Recommendations (if any) arising logically from the conclusions: ☐ Is the objective of the investigation met? ☐	10	
INTEGRITY & EDITING: Hierarchy of headings: ☐ Consistent numbers of Tables and Graphs and reference to these in the text ☐ Tables and Graphs relevant to text and necessary/sufficient for readers ☐ Captions for tables and graphs ☐ Appendices referred to in the text and containing supporting information ☐ Correct method of referencing; complete references ☐ Spelling: ☐ Grammatically parallel headings: ☐ Logic: ☐ Flow of argument: ☐ Paragraph and sentence structure: ☐ Tenses: ☐ Concord: ☐	10	
EDITORIAL CARE / OVERALL: Page layout: ☐ Line spacing: ☐ Margins: ☐ Font: ☐ Figure/table size: ☐ Accurate: ☐ Brief: ☐ Clear: ☐ Design (Lay-out): ☐ Emphasis: ☐ To the point: ☐ Suitable for reproduction: ☐	10	
	TOTAL:	**/100**

APPENDIX III

DEPARTMENT OF CHEMICAL ENGINEERING

GUIDELINES FOR MARKING AN ORAL PRESENTATION
(adapted from Delta Consultancy)

The objective of a scitech presentation is to convince the audience that actions taken produced a useful result (which may be positive or negative).

Convincing requires quality of the substance and quality of the presentation.

A presentation does not follow the standard sequence of a report!
Assume the audience to be chemical engineers

	Max
Title and first impression— The title needs impact; and does not have to be the same as in the written report. Put the title, your name and affiliation on the screen before you start talking. ***Convince the listener to start listening***.	10
Problem statement — Specify the problem that was tackled with, if necessary, only a ***short*** reference to the context in which it arose. State the objective(s)	10
Theoretical background— Limit theory to the absolute minimum required for the relatively informed audience. Only the most important equations should be shown (and symbols defined) — to allow the audience to understand the results. ***A literature survey should not be given.*** (An entirely theoretical subject is another matter)	10
Experimental (or action taken) —Describe briefly the essentials of how the investigation was carried out, but omit details of little interest to the audience. Detail of apparatus may be required in exceptional cases. Photographs must clearly display what needs to be noted, ***and nothing else.*** (Line drawings and block flow diagrams usually work better)	5
Present the results— Whenever possible use a graph; when using a table, cut the information down to essential columns and rows only! Assign plenty of time to this section! - Use colour in preference to white/black/grey. Do not use dark colours on a dark background. (black on blue, green or red etc) - Use a single colour for background; embellishments distract the readers' attention. - Don't just copy graphs or tables from a report; the characters will be too thin and in most cases too small. - Prepare your presentation slides especially for the purpose; no short cuts! - Light on dark text needs to be thicker than dark on light text.; give preference to the latter - Remember: each graph or table must make a point that stands out.	35
Conclusions/Recommendations —Summarise ***your most important conclusions***/ recommendations in a point list. Convince the listener that useful results were obtained.	10
Speech— Articulate clearly and speak loud enough to reach your whole audience. Don't read out screen text but point to and elaborate on specific points.	10
Eye contact and body language – Make regular eye contact with various people in your audience and avoid turning your back to the audience. Don't stand there like a statue. Let your movements reflect your enthusiasm, but do not walk around aimlessly.	10
Total	**100**

Note that there is no need to introduce a list (like a table of "CONTENTS") of all the points you are going to cover in your short presentation; just start presenting. In a ***long*** presentation such a list sometimes helps.**DO NOT MEMORISE AND "RECITE" YOUR ORAL PRESENTATION**