Assessment 3: Delivering an academic presentation

Assessment task

For this assessment you are required to deliver an individual presentation. You can choose a topic that you used in Assessments 1 and 2 or a new topic. Your topic should be approved by your class teacher by Week 10.

• The presentation must be academic in nature; you should include at least 3 academic sources during the presentation (any other sources, e.g. government reports, should be additional).

• The presentation should have a problem-solution structure.

• The presentation should be accompanied by PPT (presentation slides) to support your presentation.

This is an individual assessment and should be video-recorded and submitted online (LEARN@PolyU) **within 48 hours** of the end time of your class in Week 13 or of your Week 13 make-up class. You should deliver a brief introduction, **two main points** in the body section including **one problem** and **one solution**, and a very brief conclusion. Please note that due to time limit, your introduction and particularly your conclusion should be very brief so that you can fully develop the two main points in your presentation. Your presentation **should last around 6 minutes**.

Guidelines for video production and submission

Video production

a. make an uninterrupted, and non-edited video for authenticity;

b. video your face and upper body (hands included) and check the visual and sound quality before submission;

c. position yourself a short distance from the camera so your hand gestures are visible;

c. submit your video via the OneDrive folder that your teacher has created; and

e. integrate your PPT (presentation slides) into the video presentation. Please note that a PPT is required in this assessment. Absence of a PPT from your presentation video may result in downgrading of your presentation.

Frequently asked questions about video production

➢ Which equipment should I use?

You don't need high tech equipment to record the video. You can use either your mobile phone or a laptop equipped with a camera. If you use a laptop, make sure that it can also record your voice.

➢ Which format should I record in?

We recommend you record in '.mpg', but other formats are also possible.

➢ Is there a file size limit?

Try to keep your video below 5GB (this should be more than adequate for a short video).

➢ What type of environment should I record in?

- Choose a quiet environment to record your presentation.

- Find somewhere with good lighting - either natural light from a window, or have a light facing you.

- Try to have a plain background behind you.

- Position your phone / laptop camera so that it is 1-2 metres away from your body, and your head and upper body are clearly in view.

➢ What should I do when recording the video?

- Sit upright, speak to the camera, use gestures.

- Do a short test recording. Check the sound quality and that you are clearly visible.

- Say your full name and student ID clearly at the beginning of the video as well as present your Student ID card. For example, "My name is .... My student number is .... Here is my SID card (close-up of SID card)". Please note that:

> a. your teacher will not grade your presentation video if your name and student ID are not shown at the beginning of your video.
>
> b. students who have not obtained a student ID can show the ID of their home country/region or the photo page of their passport.

- Speak naturally as you do in a real-time presentation. Do not use or rely on a script.

- Record several attempts – choose your best attempt for submission.

Video submission

- You should submit the video via the One Drive folder that your teacher has shared with you.

- Please name the video with **your name** and **student number** in this format: Chan Tai Man Peter 20888888d.

Assessment criteria

1. **Content (15%)**: task fulfilment (including timing); relevance and quality of arguments; showing thorough research; use of authoritative and up-to-date sources

2. **Language (20%):** accuracy and range of sentence structures; spoken academic style; appropriacy of vocabulary; meaning communicated effectively and appropriately through language choices

3. **Delivery (35%):** clear and concise presentation; ideas presented logically with effective transitions; body language; use of visual aids; integration of citations

4. **Pronunciation and fluency (30%)**: effective communication of meaning through pronunciation; fluency of speech

Assessment grading notes

1. If most sources are not appropriate and/or up to date, the maximum grade for Content is D.

2. If language is often inappropriate to the topic and setting, the maximum grade for Language is D.

3. If few strategies to engage the audience are used (e.g., reading from note cards or a script), the maximum grade for Delivery is D.

Last updated: Sunday, 09 January 2022