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| Unitec_Land_B_200  Computer Science Pathway | HTCS4603 Web Application Project  Semester 2, 2020 |  |
| Due Date: week 8 during the class time | |
| Assessment – Project  Part 5 Team Presentation | Total Marks: 40  Weighting of this assignment: 10% | |

**Learning Outcomes**

1. Communicate professionally to maintain relationships and achieve objectives.

**Topics**

Communications Skills

**Instructions**

This is a team assessment.

* You will work in the same team as parts 1, 2 and 3.
* Your team needs to deliver an oral presentation on your web application project.
* The lecturer will decide the time of your presentation.
* For a team of six members, your presentation needs to be 20 minutes long allowing at least 3 minutes for each team member to speak.
* You need to develop a workable structure for your presentation by breaking your timeframe and information into smaller pieces such as introduction, discussion, demonstration and conclusion.
* You need to prepare a visual presentation using Microsoft PowerPoint or similar software.
* You need to submit a copy of your presentation slides after you have presented.
* Your presentation will be recorded for marking and moderation purposes.

Familiarise yourself with the attached observation checklist to ensure you meet the requirements.

Be aware of the following

1. Your lecturer will complete the attached observation checklist for each team member.
2. While delivering the presentation, focus on the below:

* Look at the audience and, if you are using notes, make sure they are not a distraction. [4 marks]
* Use appropriate body language [4 marks]
* Speak clearly, be audible and pronounce words correctly [4 marks]
* Use suitable language for the audience [4 marks]
* Conform to the time-frame [4 marks]
* Demonstrate subject knowledge [4 marks]
* Organise your subject material based on instruction #3 [8 marks]
* Use visual aids effectively [4 marks]

1. Your presentation will include the following

* Introduction which includes the names of the team members, a brief outline of your project and how you are going to present it
* Discussion including issues from the team documentation (part 2)
* Demonstration of your website (part 3)
* Conclusion summarising your key points.

1. Be prepared to answer questions from the audience at the end of your presentation. [4 marks]
2. The completed assessment will include:

* The delivery of the presentation
* The Observation Checklist completed by your lecturer(s)
* Copy of Microsoft PowerPoint slides attached as evidence.

**HTCS4603 Web Application Project – Presentation observation checklist**

Name of Learner:

Name of Observer:

Date of Presentation:

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| Indicate if the Learner has met the criteria during the process of achieving the objective. Use the space to add comment for feedback to the Learner and for moderation purposes. |

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| Observation | Comment | Max mark | Your mark |
| Appropriate eye contact with the audience (inc use of notes) |  | 4 |  |
| Appropriate body language (inc movement and gestures) |  | 4 |  |
| Appropriate usage of voice, pronunciation and volume |  | 4 |  |
| Language used is suited to the audience (fits purpose, audience, and context?) |  | 4 |  |
| Student spoke for at least minimum 3 minutes |  | 4 |  |
| Subject knowledge |  | 4 |  |
| The subject matter was organised logically |  | 8 |  |
| Effective use of visual aids |  | 4 |  |
| Answering questions |  | 4 |  |
| **TOTAL** |  | **40** |  |
| Extra Notes: | | |  |

Observer’s Signature:

HTCS4603 Oral Presentation Rubric

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| **TRAIT** | **Excellent** | **Good** | **Pass** | **Fail** |
| EYE CONTACT  (4 marks) | Holds attention of entire audience with the use of direct eye contact, seldom looking at notes.  (4) | Consistent use of direct eye contact with audience, but still returns to notes.  (3) | Displayed minimal eye contact with audience, while reading mostly from the notes.  (2) | No eye contact with audience, as entire report is read from notes.  (1) |
| BODY LANGUAGE  (4 marks) | Movements seem fluid and help the audience visualize.  (4) | Made movements or gestures that enhances articulation.  (3) | Very little movement or descriptive gestures.  (2) | No movement or descriptive gestures.  (1) |
| VOICE/  PRONUNCIATION/  VOLUME  (4 marks) | Student uses a clear voice and correct, precise pronunciation of terms so that all audience members can hear presentation.  (4) | Student’s voice is clear. Student pronounces most words correctly. Most audience members can hear presentation.  (3) | Student’s voice is low. Student incorrectly pronounces terms. Audience members have difficulty hearing presentation.  (2) | Student mumbles, incorrectly pronounces terms, and speaks too quietly for a majority of students to hear.  (1) |
| LANGUAGE  (4 marks) | Student language always appropriate to the audience  (4) | Student language often appropriate to the audience  (3) | Student language seldom appropriate to the audience  (2) | Student language not appropriate to the audience  (1) |
| TIMING  (4 marks) | Student spoke for at least 3 minutes  (4) | Student spoke between 2 minutes and 3 minutes  (3) | Student spoke between 1 minute and 2 minutes  (2) | Student never spoke or spoke for less than 1 minute  (1) |
| SUBJECT KNOWLEDGE  (4 marks) | Student demonstrates full knowledge with explanations and elaboration.  (4) | Student demonstrates knowledge without elaboration.  (3) | Student is uncomfortable with information presented  (2) | Student does not have grasp of information presented  (1) |
| ORGANIZATION  (8 marks) | Student presents information in logical, interesting sequence which audience can  follow.  (7-8) | Student presents information in logical sequence which audience can follow.  (5-6) | Audience has difficulty following presentation because student jumps  around.  (3-4) | Audience cannot understand presentation because there is no sequence of information.  (1-2) |
| VISUAL AIDS  (4 marks) | The visual aids enhance the presentation and there is a smooth transition between points with no spelling or grammar errors  (4) | The visual aids enhance the presentation but the transitions are not smooth. Two spellings and/or grammatical errors noted  (3) | The visuals aids have too many words or are too small to read. Three spellings and/or grammatical errors noted  (2) | The visual aids detract from the presentation. Student’s presentation has four or more spelling and/or grammatical errors.  (1) |
| QUESTIONS  (4 marks) | Answers all questions with explanations and elaboration  (4) | Answers to all questions, without elaboration.  (3) | Answers to all questions only rudimentary.  (2) | Student cannot answer questions about subject.  (0-1) |