

ICA #3A (20%) Group Assignment 'Formal Report'

(Grading: 15 marks for Team Content & Organisation & 5 marks for Team Command of Language)

Instructions

1. In groups of 4-5 members, elaborate on a team member's ICA #2 or brainstorm for a new idea.
2. Your supervisor has asked your team to generate a 1200-word report that provides more details on your proposed project to the divisional director (You can indicate your tutor's name).
3. You are also required to conduct and analyse an original survey comprising of at least 5 questions and given to at least 50 respondents as part of the justification for your idea.

In your report, make sure that you include the following sections (refer to Submission Template):

- Preliminary: **Title Page, Table of Contents, Executive Summary**
- Introduction: **Purpose of Report, Background Information**
- Findings and Discussion: **Details of Project, Analysis of Survey Results**
- **Conclusion and Recommendations**
- **References**

DUE: Weeks 14 Submission: Email your tutor the completed report.

ICA #3A (20%) Group Assignment - Marking Rubric

Criteria	Excellent	Very Good	Good	Satisfactory	Needs Improvement
Content and Organisation (Team Grade) 15 marks	<ul style="list-style-type: none"> Clear organisation of the following sections with no errors or omissions: <ol style="list-style-type: none"> Introduction Findings and Discussion Conclusion Recommendations References <ul style="list-style-type: none"> Points were clear and well supported with elaboration Excellent use of graphics and visuals 	<ul style="list-style-type: none"> Clear organisation of the following sections with a few minor errors or omissions: <ol style="list-style-type: none"> Introduction Findings and Discussion Conclusion Recommendations References <ul style="list-style-type: none"> Points were clear and supported with some elaboration Good use of graphics and visuals 	<ul style="list-style-type: none"> Acceptable organisation of the following sections with some minor errors or omissions: <ol style="list-style-type: none"> Introduction Findings and Discussion Conclusion Recommendations References <ul style="list-style-type: none"> Points were somewhat unclear but with brief elaboration Acceptable use of graphics and visuals 	<ul style="list-style-type: none"> Poor organisation of the following sections with a few major errors or omissions: <ol style="list-style-type: none"> Introduction Findings and Discussion Conclusion Recommendations References <ul style="list-style-type: none"> Points were unclear and/or lacked sufficient elaboration Rudimentary use of graphics and visuals 	<ul style="list-style-type: none"> Extremely poor organisation of the following sections with some major errors or omissions: <ol style="list-style-type: none"> Introduction Findings and Discussion Conclusion Recommendations References <ul style="list-style-type: none"> Points were very unclear and/or lacked any form of elaboration Poor use of graphics and visuals
Command of Language (Team Grade) 5 marks	<ul style="list-style-type: none"> Excellent use of proper grammar and no spelling errors 	<ul style="list-style-type: none"> Good use of proper grammar with 1-2 spelling errors 	<ul style="list-style-type: none"> Use of proper grammar with 3-5 spelling errors 	<ul style="list-style-type: none"> Fairly poor use of grammar with some spelling errors 	<ul style="list-style-type: none"> Poor use of grammar with multiple spelling errors

ICA #3B (30%) Group Presentation 'Team Presentation'

(Grading: 15 marks for Individual Content & Organisation, 10 marks for Individual Delivery & Command of Language & 5 marks for Individual Contribution to Team)

Instructions

1. Your supervisor would also like your team to present a 10-minute summary of the main points in your report to the divisional director.
2. You may make use of PowerPoint slides and multimedia resources to aid your presentation.
3. You also need to select a presentation style and tone that is appropriate for your director.
4. He/she has the final say in deciding whether your proposal gets approved for actual implementation, so your presentation should be as persuasive and impactful as possible.
5. Please note that there is an assessment component where you will be graded by your tutor on your collaborative effort and contribution to the team. Hence, you should strive to contribute consistently and build good working relationships with your teammates over the course of both ICA #3A and ICA #3B.

Submission

Email your tutor the slides prior to presentation.

PRESENTATIONS: Weeks 15-16

ICA #3B (30%) Group Presentation - Marking Rubric

Criteria	Excellent	Very Good	Good	Satisfactory	Needs Improvement
Content and Organisation (Individual Grade) 15 marks	<ul style="list-style-type: none"> Presentation content shows very substantial research effort The presentation is organised in a logical sequence that flows naturally The main points are well elaborated Excellent use of graphics and visuals 	<ul style="list-style-type: none"> Presentation content shows substantial research effort The presentation is organised in a logical sequence that can be followed most of the time The main points are sufficiently elaborated Good use of graphics and visuals 	<ul style="list-style-type: none"> Presentation content shows some research effort The presentation is organised in a logical sequence that can be followed some of the time 1-2 main points lack elaboration Acceptable use of graphics and visuals 	<ul style="list-style-type: none"> Presentation content shows little research effort The presentation is organised in a sequence that could be improved Some of the main points lack elaboration Rudimentary use of graphics and visuals 	<ul style="list-style-type: none"> Presentation content shows no research effort The presentation is organised in a haphazard manner Most of the main points lack elaboration Poor use of graphics and visuals
Delivery and Command of Language (Individual Grade) 10 marks	<ul style="list-style-type: none"> Speaker appears very confident Displays effective use of eye contact, posture, gestures, and vocal expressiveness Speaker successfully engages the audience Fluent and excellent use of English 	<ul style="list-style-type: none"> Speaker appears confident Displays good use of eye contact, posture, gestures, and vocal expressiveness There may be a successful effort to engage the audience Fluent with glitches in delivery 	<ul style="list-style-type: none"> Speaker appears relatively confident Displays relatively good use of eye contact, posture, gestures, and vocal expressiveness There may be some effort to engage the audience Minor errors in English and glitches in delivery 	<ul style="list-style-type: none"> Speaker appears rather uncomfortable Displays adequate use of eye contact, posture, gestures, and vocal expressiveness There is little effort to engage the audience Fluency can be better, but the audience's understanding is not affected 	<ul style="list-style-type: none"> Speaker appears very uncomfortable Displays poor use of eye contact, posture, gestures, and vocal expressiveness There is no effort to engage the audience Not fluent or poor pronunciation, thus affecting the audience's understanding

ICA #3B (30%) Group Presentation - Marking Rubric

Contribution to Team (Individual Grade) 5 marks	<ul style="list-style-type: none">• Makes exceptional contribution to team tasks• Performs seamless transition to next speaker• Displays full knowledge of subject matter during Q&A	<ul style="list-style-type: none">• Makes significant contribution to team tasks• Performs relatively smooth transition to next speaker• Displays good knowledge of subject matter during Q&A	<ul style="list-style-type: none">• Makes sound contribution to team tasks• Performs mechanical transition to next speaker• Displays acceptable knowledge of subject matter during Q&A	<ul style="list-style-type: none">• Makes adequate contribution to team tasks• Performs awkward transition to next speaker• Displays poor knowledge of subject matter during Q&A	<ul style="list-style-type: none">• Makes minimal contribution to team tasks• Does not perform a proper transition to next speaker• Displays little or no knowledge of subject matter during Q&A
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ICA #3A (20%) & ICA #3B (30%) Group Allocation

- Form your own group of 4-5 students.
- X Groups to be formed (depending on class size).
- Only Y no. of group to have 4 students (First-Come-First-Serve).
- Assign a group leader.
- Group leader to inform Tutor of group members by X date.
- Tutor will allocate remaining students into any group.