1. All members must make presentation in every topic, please divide your work equally.
2. No formal dress code required. T-shirts, jeans and flip flops are fine with me.
3. Presentation 15 mins max, followed by 5 mins Q&A:
    a. As we are on a tight schedule with little margin for errors please make sure your files are accessible and readable and have in place a plan B if things don't work out as planned.
    b. Be punctual, especially the presenting groups. You must start and end on time so that the next group can continue their presentation. If both groups complete the presentation and Q&A on time that means we only have a maximum of 10 mins buffer for any unforeseen incident. After that we must vacate the seminar room in time because another class is coming in.
    c. Be familiar with the controls (lights, A/V etc) in the seminar room ahead of time. We can't be waiting for you to figure out because the clock is ticking.
4. Oral presentation only, no written submission is required.
5. Presentation can be in any format such as skits, talk-show, ppt, etc. Pick the most appropriate format for your topic at hand. Presentation should be creative, informative and most importantly carry a strong message.
6. You may present any topic first, it doesn't have to be in the order that was assigned to you.
7. Depending on the nature of your topic at hand, your group should cover at least one of the following:
    a. Facts, details or history pertaining to the topic
    b. Challenges faced, problems caused, problems overcame
    c. Outcome of the situation and what's next going forward
    d. Lessons to be learnt, questions to be raised, your group's interpretation of the events/situation and how your group would have managed the situation differently (where applicable)
8. The 5 "Cs" of an effective presentation:
    a. Content – Relevant and at the Right Level
    b. Conviction – Must Agree with the Content
    c. Confidence – But not High and Mighty
    d. Charismatic – Serious and yet Friendly
    e. Control – Delivery and Managing the Feedback/Question

EG1001 Class Presentation Rubric (Individual)

Traits	Above Expectation (A)	Met Expectation (B)	Below Expectation (C)
Verbal Presentation	Fluent verbal presentation; eye contact maintained with audience all the time	Verbal presentation is mostly audible and comprehensible; eye contact maintained most of the time	Poor verbal presentation – inaudible and incomprehensible; occasional eye contact maintained

Note: Presentation skill (Captivating, lively and engaging; smooth delivery and in sync with other team members)

EG1001 Class Presentation Rubric (Team)

Traits	Above Expectation (A)	Met Expectation (B)	Below Expectation (C)
Structure of presentation	Focused and clear organization of information	Mostly organized, but loses focus once or twice	Audience cannot understand presentation as there's no sequence of information
Relevant and useful information	Presents relevant and current information with supported claims and credible evidence	Presents mostly relevant and some information not supported with evidence	Makes claims with no or little supporting information
Ability to engage audience	Able to generate high level of audience interest and interaction	Able to generate some audience interest and interaction	Unable to generate audience interest and stimulate discussion
Visual Aids	Unified set of slides or other visual materials that are captivating to the audience	Good use of visual materials	Poor use of visual materials which are not unified and do not reinforce presentation
Ability to respond to audience questions and comments	Handles all questions with relevant and correct information	Answers ¾ or more of questions, but does not expand on answers	Unable to answer ¼ or more of questions with correct information
Time management	Finished presentation on time	Exceeded presentation time slightly	Exceeded presentation time excessively