PowerPoint Assignment (20%)

You will create a PowerPoint presentation based on a scientific topic of interest you will be working on in your Good Lab Practice and Core Skills module. The purpose here is not to assess your research, but to evaluate your skills in using Microsoft PowerPoint effectively.

Submission details

Please submit your PowerPoint file to Moodle by Week 10. (exact date will be given closer to the time)

Presentation guidelines

- Presentation length: 8–12 slides.

- Content: Use the research topic from your other module but focus on presenting it clearly and professionally. Remember the quality of research is not assessed in this assignment only the use of PowerPoint features and demonstration of PowerPoint skills

- PowerPoint features to include:

  - A clear structure (title slide, presentation outline, introduction, main points, conclusion, references).

  - A consistent design theme used on all slides.

  - Footers on each slide (name, date, slide number).

  - Differing slide layouts, bullet points, and readable font sizes.

  - Appropriate use of images, charts, SmartArt and/or diagrams.

  - Transitions and Animation.

- Aim for a professional, engaging design. Use creative elements (animations, props, or visuals) to enhance engagement.

- You are also required to use the recording features of PowerPoint and add narration to your slides. The total presentation time should not exceed 5 minutes in length. This narration is for the ICT for Scientists module only as you will be live presenting your work in Good Lab Practice and Core Skills.

Marking Rubric

Criterion	Marks	Marking guidance / Bands (Excellent — Fail)
Structure & Organisation (clear intro, main points, conclusion; logical flow)	10	**Excellent (10)** Very clear logical structure. **Good (8)** Minor ordering issues. **Satisfactory (6)** Basic structure present. **Needs improvement (4)** Frequently unclear. **Fail (0)** No structure.
Design consistency & slide layouts (theme, consistency, professional look)	10	**Excellent (10)** Cohesive, professional theme applied consistently. **Good (8)** Mostly consistent. **Satisfactory (6)** Inconsistent formatting. **Needs improvement (4)** Inconsistent or overcrowded slides. **Fail (0)** No consistent design.
Use of PowerPoint features (layouts, bullets, readable fonts & sizes)	10	**Excellent (10)** Wide & appropriate use of layouts; excellent typography. **Good (8)** Good use with minor issues. **Satisfactory (6)** Several slides with issues. **Needs improvement (4)** Many slides hard to read. **Fail (0)** Unreadable or inappropriate formatting.
Images / Charts / Diagrams	10	**Excellent (10)** High-quality visuals with labels/credits. **Good (8)** Generally supportive visuals. **Satisfactory (6)** Low-quality or loosely relevant visuals. **Needs improvement (4)** Poorly chosen visuals. **Fail (0)** Visuals harm clarity.
Animations	10	**Excellent (10)** Subtle purposeful animations. **Good (8)** Appropriate with occasional overuse. **Satisfactory (6)** Some distracting animations. **Needs improvement (4)** Overused. **Fail (0)** Chaotic or missing.
Transitions	10	**Excellent (10)** Subtle purposeful transitions. **Good (8)** Appropriate with occasional overuse. **Satisfactory (6)** Some distracting transitions. **Needs improvement (4)** Overused. **Fail (0)** Chaotic or missing.
SmartArt	10	**Excellent (10)** Subtle purposeful SmartArt. **Good (8)** Appropriate with occasional overuse. **Satisfactory (6)** Some distracting SmartArt. **Needs improvement (4)** Overused. **Fail (0)** Chaotic or missing.
Footers	10	**Excellent (10)** All slides include footers **Good (8)** Minor omissions. **Satisfactory (6)** Inconsistent footers. **Needs improvement (4)** Many missing. **Fail (0)** Absent.
Narration	10	**Excellent (10)** Clear, well-paced narration timings match. **Good (8)** Clear with minor timing issues. **Satisfactory (6)** Low audio quality or poor pacing. **Needs improvement (4)** Often inaudible. **Fail (0)** No usable narration.
Technical & Submission requirements	10	**Excellent (10)** 8–12 slides, file opens, media works. **Good (8)** Slightly outside slide count or minor missing media. **Satisfactory (6)** Some media broken. **Needs improvement (4)** Many technical issues. **Fail (0)** File not submitted or corrupted.