



## Assignment Cover Sheet – Presentation Component

---

**Unit Code and Description:** DOC311 – Academic Skills for Higher Education

**Module Leader:** Ms. Antoinette Hettiaratchy

**Assignment Number:** 1

**Assignment Type:** Group

**Issue Date:** Week beginning **19 June 2023**

**Hand in date:** Presentations to be held on the **26 and 27 of July 2023**

(The schedule will be shared next week)

---

The department is not responsible if an assignment is lost. To cover this eventuality, you are advised to take a photocopy of the assignment OR to ensure you have the means of re-creating it.

---

### 1. Penalties for Late Hand In:

- If students submit coursework late but within 24 hours (or one working day) of the specified deadline, the work will be marked and will then have 10% of the overall available marks deducted, to a minimum of the pass mark (40% at Undergraduate level)
- If students submit coursework more than 24 hours (or one working day) after the specified deadline, they will be given a mark of zero for the work in question.

### 2. Exceptional Factors Affecting your Performance:

- Students should submit a Mitigating Circumstances Form with evidence to the Registrar's Department, with a copy to the Module Tutor, of exceptional circumstances, which they consider to have caused them to submit assessments late and for which they do not wish to attract any penalty. These must be handed over to the Registrar within five working days of the hand-in-date.
-

## Assignment Brief

This assignment is a group activity.

### Topic for the Report and Presentation

Prepare a report on the topic assigned to your group.

Content for the report:

- A brief background to your topic area.
- Current trends or problems relating to the topic area.
- Recommendations and suggestions relevant to the topic area

### Part 1 – Report Writing (50 marks)

- Prepare a report on the assigned topic.
- Research the topic area; collect and clearly present relevant information.
- Reference your work (both in the text and in the list of references – Harvard format) – *Plagiarism will be penalised.*
- It should be based on the report format given in the lecture.
- The report should be **approximately 1000-1250 words**. Word count includes only Introduction, Body, Conclusion and Recommendations.

### Part 2 – Presentation (50 marks)

- You are required to deliver a PowerPoint presentation of 10 minutes on your report.
- Content for the slides:
  - Introduction – a brief introduction to the topic area and your group
  - Content:
    - ☐ Each group member will present one slide.
    - ☐ Content should include at least one sub-topic of the main topic.
    - ☐ Each group member is responsible for preparing the content on the slides that they will present.
  - Conclusion
  - Recommendations
  - List of References (in Harvard format)

**Submission Guidelines – softcopy of presentation slides**

- Each group (one nominated member) must upload the following two documents to the Assessment submission link on LMS **before 5.00 p.m on Friday 21 July 2023**
  - A pdf soft copy of your group presentation slides
  - A pdf soft copy of your group report

**The file name should be as follows:**

Your Group Number – Report (Example: X1 – Report)

Your Group Number – Presentation (Example: X1 - Presentation)

The Assessment submission link will be opened from **8.00 a.m. on Wednesday 19 July to 5.00 p.m. on Friday 21 July 2023**. Marks will be deducted for late submissions.

- Dress for the presentation: formal, professional.
- Presenting times and schedules will be strictly followed.
- Groups will be asked to stop their presentations when their allocated time is completed.
- Groups who are late for their presentations will not be given extra time to complete the presentation.

**Instructions for Group Presentations**

The presentations will be in your respective lecture hall / lab.

**Presentation Schedule (will be shared within this week)**

Date	Time	Group No.
26 July 2023 (Wednesday)		
27 July 2023 (Thursday)		



Any questions, or doubts to clear:

Email – [antoINETTE.h@iit.ac.lk](mailto:antoINETTE.h@iit.ac.lk) or call, text, Whatsapp 0714774523

Strictly no changing of groups. These groups are ONLY FOR DOC 311 ASHE.

## Marking Criteria

### Presentation (50 marks)

1. Content / Information (Individual mark) **(10 marks)**
  - - relevance of material
  - - coverage
  - - ability to highlight important points (concise)
  
2. Visual appeal / creativity / structure of slides (Group mark) **(15 marks)**
  - Format & structure, layout of slides
  - Spelling, grammar, punctuation
  - Visual appeal / balanced use of text, graphics, colour, etc.
  
3. Presentation Skills (Individual mark) **(15 marks)**
  - Professionalism – (speech, confidence, body language, appearance)
  - Engaging the audience (eye contact)
  - Presentation of material other than content on slides
  -
  
4. Team work / Viva (Group mark) **(10 marks)**
  - Q&A (evidence of work done)
  - Team work and flow of presentation
  - Time Management