



**Centre for Modern Languages & Human Sciences**

**UHL2422 ENGLISH FOR TECHNICAL COMMUNICATION  
SEMESTER 1 2017/2018**

**ASSESSMENT 1A (CO2, CO3, CO4, PO4)  
TECHNICAL DESCRIPTION  
50 MARKS (25%)**

**WEEK 6**

MATRIC NO.	NAME	MARK		
		CO2 (Delivery)	CO3 (Content)	CO4 (Language)
		/15	/20	/15
		/15	/20	/15
		/15	/20	/15
TITLE				
LECTURER				
SECTION		DATE		

**OBJECTIVES:**

- To demonstrate presentation skills using appropriate delivery strategies.
- To transfer salient information from technical reading materials and documents into appropriate format.
- To apply appropriate and accurate language in written and/or spoken discourse.

**VERIFIED BY:**

**DR NOOR RAHA MOHD RADZUAN  
HEAD, DEPARTMENT OF ENGLISH LANGUAGE  
CENTRE FOR MODERN LANGUAGES & HUMAN SCIENCES**

## ASSESSMENT 1A: TECHNICAL DESCRIPTION (PAIR WORK)

### INSTRUCTIONS:

1. Present a **10-minute** description of a latest product in the market. A presentation beyond 10 minutes will not be assessed.
2. Focus your description on only **FOUR** main parts.
3. You can use **Prezi** or **PowerPoint** slides.
4. Limit the number of slides to **ten** and use **not more than** ten words per slide.
5. Consult your instructor for approval of your product on **Week 4, the 1<sup>st</sup> meeting**.
6. Use the following presentation outline:

#### Presentation Outline

Student 1	<p><b>INTRODUCTION</b></p> <ul style="list-style-type: none"> <li>• Provide attention getter</li> <li>• Provide self-introduction</li> <li>• State purpose of the presentation (explain, describe, inform)</li> <li>• Start with overall description of your product followed by preview of main parts</li> </ul> <p><i>(Transition/ Signpost)</i></p> <p><b>DESCRIPTION OF MAIN PARTS AND SUB-PART/S</b> <i>(if any)</i></p> <p><b>Main part 1 and sub-part/s</b></p> <ul style="list-style-type: none"> <li>• Describe purpose of part</li> <li>• Elaborate sources of description (size, weight, measurements, shape, design, colour, texture, pattern, odour, time, temperature, age, model numbers and names, orientation of parts, operating cycle, etc.)</li> </ul> <p><i>(Transition/ Signpost)</i></p> <p><b>Main part 2 and sub-part/s</b></p> <ul style="list-style-type: none"> <li>• Describe purpose of part</li> <li>• Elaborate sources of description (size, weight, measurements, shape, design, colour, texture, pattern, odour, time, temperature, age, model numbers and names, orientation of parts, operating cycle, etc.)</li> </ul> <p><i>(Transition/ Signpost)</i></p>
Student 2	<p><b>DESCRIPTION OF MAIN PARTS AND SUB-PART/S</b> <i>(if any)</i></p> <p><b>Main part 3 and sub-part/s</b></p> <ul style="list-style-type: none"> <li>• Describe purpose of part</li> <li>• Elaborate sources of description (size, weight, measurements, shape, design, colour, texture, pattern, odour, time, temperature, age, model numbers and names, orientation of parts, operating cycle, etc.)</li> </ul> <p><i>(Transition/ Signpost)</i></p> <p><b>Main part 4 and sub-part/s</b></p> <ul style="list-style-type: none"> <li>• Describe purpose of part</li> <li>• Elaborate sources of description (size, weight, measurements, shape, design, colour, texture, pattern, odour, time, temperature, age, model numbers and names, orientation of parts, operating cycle, etc.)</li> </ul> <p><i>(Transition/ Signpost)</i></p> <p><b>CONCLUSION</b></p> <ul style="list-style-type: none"> <li>• Summarize your presentation. Explain the benefits of the product and provide a suitable closing.</li> </ul>

**EVALUATION FORM:**

<b>COMPONENTS</b>		<b>STUDENT 1</b>	<b>STUDENT 2</b>
<b>Content (20 marks)</b>	<b>Introduction</b> <ul style="list-style-type: none"> <li>• Attention getter</li> <li>• Self-introduction</li> <li>• Purpose of the presentation</li> <li>• Overall description followed by preview of main parts</li> </ul>	<b>1 2 3 4 5</b>	
	<b>Body</b> <ul style="list-style-type: none"> <li>• Major part 1 and/or sub-part (purpose &amp; sources of description)</li> </ul>	<b>1 2 3 4 5</b>	
	<b>Body</b> <ul style="list-style-type: none"> <li>• Major part 2 and/or sub-part (purpose &amp; sources of description)</li> </ul>	<b>1 2 3 4 5</b>	
	<b>Body</b> <ul style="list-style-type: none"> <li>• Major part 3 and/or sub-part (purpose &amp; sources of description)</li> </ul>		<b>1 2 3 4 5</b>
	<b>Body</b> <ul style="list-style-type: none"> <li>• Major part 4 and/or sub-part (purpose &amp; sources of description)</li> </ul>		<b>1 2 3 4 5</b>
	<b>Conclusion</b> <ul style="list-style-type: none"> <li>• Summarize your presentation.</li> <li>• Explain the benefits of the product</li> <li>• Provide a suitable closing</li> </ul>		<b>1 2 3 4 5</b>
	<b>Visual aids</b> <ul style="list-style-type: none"> <li>• Effective use of visual aids</li> </ul>	<b>1 2 3 4 5</b>	<b>1 2 3 4 5</b>
<b>Language (15 marks)</b>	<ul style="list-style-type: none"> <li>• Effective transition signals</li> </ul>	<b>1 2 3 4 5</b>	<b>1 2 3 4 5</b>
	<ul style="list-style-type: none"> <li>• Specific language expressions &amp; sources of description</li> </ul>	<b>1 2 3 4 5</b>	<b>1 2 3 4 5</b>
	<ul style="list-style-type: none"> <li>• Correct language use of tenses (SVA &amp; Simple Present tense)</li> </ul>	<b>1 2 3 4 5</b>	<b>1 2 3 4 5</b>
<b>Delivery (15 marks)</b>	<ul style="list-style-type: none"> <li>• Vocal characteristics</li> </ul>	<b>1 2 3 4 5</b>	<b>1 2 3 4 5</b>
	<ul style="list-style-type: none"> <li>• Eye contact, posture &amp; gestures</li> </ul>	<b>1 2 3 4 5</b>	<b>1 2 3 4 5</b>
	<ul style="list-style-type: none"> <li>• Appearance &amp; time management</li> </ul>	<b>1 2 3 4 5</b>	<b>1 2 3 4 5</b>
	<b>TOTAL</b>	<b>/50</b>	<b>/50</b>