

**Group Presentation**

Assignment	Team Presentation – Group Work
Max. Mark	10 marks total (Max 10 marks (average of student feedback) + max 10 marks (allocated by tutor))/2 - penalties Note: a feedback sheet must be handed in both weeks by each team – failure to do so will result in loss of 1 mark per week
Deliverables	Copy of your slides  Softcopy online for tutor on the day of your presentation and online submission to elearning by COB Tuesday Week 12

**Scenario:**

Your Client/Sponsor's/VC's senior executives have given you 10 minutes on their busy monthly committee meeting agenda. In these 10 minutes you must present a summary of your project and answer any questions.

**Deliverables**

In the tutorial –within 15 mins of the start:

Softcopy of Slides (colour or black and white – as appropriate for content)

2 slides per page

**Questions regarding the presentation**

Does everyone in the group need to speak	Yes – if one of the students does not speak, the rest of the team will have to outline his/her contribution
Do I need to print the slides	No
Timing (warning at 9 mins, stop at 11 mins)	10 mins (minimal setup) Tutor to manage questions timing
Can we use other props	Yes
Can we adapt the template	Yes, but don't exceed the maximum slides number

## **Assessment Criteria:**

The key criteria for assessing this task will be:

### **1. Presentation Effectiveness**

Timing (presentations shorter than 9 minutes or longer than 11 minutes will have marks deducted. Presentation going longer than 11 minutes will be stopped to ensure all teams have a chance to present)

Structure and Clarity, Pace, Competence, Professionalism, Team Work, Audience enjoyment / involvement

### **2. Content**

Materials (slides, exercises etc)

Appropriate relevance of material

Coherence, sufficient details, accuracy. Consistency

Demonstrated understanding of the topic including Q&A session

### **3. Deductions**

Deductions can be accrued for:

- Late submission
- Not submitting marking sheet for other groups
- Late attendance

## **Additional instructions:**

***In fairness to all teams, any team that is more than 5 minutes late to class will not get a chance to present and will receive no marks.***

All members of a team must be present for full marks to be achieved. Teams will be asked to present in a predefined order– if a team member is late to class and misses the presentation the team will not be able to achieve full marks. If a team member is missing, the mark for the missing team member will be 0. For the purposes of this assignment all the team must be involved in the presentation (if the presentation is completed by only 2 members of a team then the other team members need to explain to the 'manager' how they were involved and be part of the Q&A)

**Tutorial:**

**Group:**

**Group number providing feedback:**

***Proposed marking scheme for presentation***

5 – Professional -as you'd expect in business

4 – Good – would be professional with minor modifications

3 – Inconsistent - some parts professional and some missing information

2.5 Average – usable for student assignments

2 – Almost there – needs further improvements

1 - Poor quality - needs significant improvement to be usable

0 – Missing

Component	Criteria
Presentation delivery (5 marks)	<ul style="list-style-type: none"><li><input type="checkbox"/> Did you understand / believe in what the group was presenting?</li><li><input type="checkbox"/> Would you select this team to deliver your project?</li><li><input type="checkbox"/> Did they seem to know what they were talking about?</li><li><input type="checkbox"/> Did they introduce and conclude the presentation in a professional manner?</li><li><input type="checkbox"/> Did they handle the Q&amp;A session and provide appropriate answers?</li><li><input type="checkbox"/> Could you hear each person speaking?</li><li><input type="checkbox"/> Was it appropriately paced?</li><li><input type="checkbox"/> Did they act as a team when presenting?</li><li><input type="checkbox"/> Did one team member monopolise the presentation? o Did the team support each member?</li></ul>
Presentation Content (5 marks)	<ul style="list-style-type: none"><li><input type="checkbox"/> Did the slides look professional?</li><li><input type="checkbox"/> Did the information tie-together or did it look like separate people had worked on the content Were there appropriate details in</li><li><input type="checkbox"/> Company background</li><li><input type="checkbox"/> Project summary – could you read the schedule details?</li><li><input type="checkbox"/> Solution</li><li><input type="checkbox"/> Management plan</li><li><input type="checkbox"/> Organisation chart</li><li><input type="checkbox"/> Summary</li><li><input type="checkbox"/> Could they answer your questions?</li><li><input type="checkbox"/> Were there significant errors, incorrect assumptions or other inconsistencies?</li></ul>

Group Number	Comment	Mark

**Tutorial:**

**Group:**

**Tutor marking:**

***Proposed marking scheme for presentation***

5 – Professional -as you'd expect in business

4 – Good – would be professional with minor modifications

3 – Inconsistent - some parts professional and some missing information

2.5 Average – usable for student assignments

2 – Almost there – needs further improvements

1 - Poor quality - needs significant improvement to be usable

0 – Missing

Component	Criteria
Presentation delivery (5 marks)	<ul style="list-style-type: none"><li><input type="checkbox"/> Did you understand / believe in what the group was presenting?</li><li><input type="checkbox"/> Would you select this team to deliver your project?</li><li><input type="checkbox"/> Did they seem to know what they were talking about?</li><li><input type="checkbox"/> Did they introduce and conclude the presentation in a professional manner?</li><li><input type="checkbox"/> Did they handle the Q&amp;A session and provide appropriate answers?</li><li><input type="checkbox"/> Could you hear each person speaking?</li><li><input type="checkbox"/> Was it appropriately paced?</li><li><input type="checkbox"/> Did they act as a team when presenting?</li><li><input type="checkbox"/> Did one team member monopolise the presentation? o Did the team support each member?</li></ul>
Presentation Content (5 marks)	<ul style="list-style-type: none"><li><input type="checkbox"/> Did the slides look professional?</li><li><input type="checkbox"/> Did the information tie-together or did it look like separate people had worked on the content Were there appropriate details in</li><li><input type="checkbox"/> Company background</li><li><input type="checkbox"/> Project summary – could you read the schedule details?</li><li><input type="checkbox"/> Solution</li><li><input type="checkbox"/> Management plan</li><li><input type="checkbox"/> Organisation chart</li><li><input type="checkbox"/> Summary</li><li><input type="checkbox"/> Could they answer your questions?</li><li><input type="checkbox"/> Were there significant errors, incorrect assumptions or other inconsistencies?</li></ul>

Group Number	Comment	Mark

