



**FACULTY OF ENGINEERING**  
**Final Year Project 1**  
**Oral Presentation Evaluation (10%)**

Student Name : \_\_\_\_\_

Matric No. : \_\_\_\_\_ Programme : \_\_\_\_\_

Supervisor : \_\_\_\_\_

Project Title : \_\_\_\_\_

**Instruction: Please rate your student according to the marking criteria below. Fill in column “MARKS’ for each criteria with 1/2/3/4 (Marks in decimal point is not allowed).**

Criteria	PO	Marking Criteria				Marks
		1	2	3	4	
Professional Etiquette	PO9	Appearance is not suitable and untidy.  No movement or descriptive gestures.  No eye contact with audience, as entire report is read from notes.	Appearance is not suitable but tidy.  Very little movement or descriptive gestures.  Displayed minimal eye contact with audience, while reading mostly from the notes.	Appearance is smart casual.  Made movements or gestures that enhance articulation.  Consistent use of direct eye contact with audience, but still returns to notes.	Appearance is professional and suitable for presentation.  Movements seem fluid and help the audience visualize.  Holds attention of entire audience with the use of direct eye contact, seldom looking at notes.	
Presentation slides/material	PO9	The presentation slides/material has poor legibility and visual quality.	The presentation slides/material has fair legibility, visual quality and creativity	The presentation slides/material has acceptable legibility, visual quality and creativity	The presentation slides/material has excellent legibility, visual quality and creativity	
Communication / Presentation skill	PO9	The student is unable to convey the message, demonstrate no confidence and inaudible.	The student is able to convey the message with limited confidence, weak voice and poor interaction with audience.	The student is able to convey the message with acceptable confidence, clear voice and fair interaction with audience.	The student is able to convey the message convincingly and effectively with confidence, clear voice and good interaction with audience.	
Organization of presentation content	PO9	The content included is not relevant, no structure and no sequencing/flow.	The content included is fairly relevant, poorly structured and poor sequencing/flow.	The content included is relevant, acceptable structure and organized in a satisfactory manner and good sequencing/flow.	The content included is very relevant, clearly structured and organized in a logical manner and excellent sequencing/flow.	
Time management	PO9	The student is unable to present within the specified time	The student is able to present within the specified time with poor time allocation for each section	The student is able to present within the specified time with satisfactory time allocation for each section	The student is able to present within the specified time with excellent time allocation for each section	

Subject Knowledge	PO9	Student does not have grasp of information; student cannot answer questions about subject.	Student is uncomfortable with information and is able to answer only rudimentary questions.	Student is at ease with expected answers to all questions, without elaboration.	Student demonstrates full knowledge by answering all class questions with explanations and elaboration.	
					Total Mark, X:	
					Final Mark : $\left(\frac{x}{24} \times 10\right)$ :	

**Comments:**

**Examined by** : \_\_\_\_\_ **Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_