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for Writing Co-op Reports

KIN 402: Technical Oral Presentation

Objective

After completing your fifth co-op work term, you will give a formal, 15-minute technical oral presentation on an aspect of your work term or project.

Your presentation should be made in MS PowerPoint or Prezi. If handouts are required, they must be provided to the Co-op Office at least two days prior to your scheduled seminar for copying and distribution at your presentation.

The Technical Oral Presentation is graded out of 100 points and will be assessed as follows:

Structure – 20 points

- Overall Structure of the Presentation: 5 points
- Knowledge of the Audience: 5 points
- Clarity: 5 points
- Style: 5 points

Content – 40 points

- Suitability of Topic: 5 points
- Authority and Accuracy: 10 points
- Analytic Content: 10 points
- Thoroughness of Topic Investigation: 10 points
- Table/Figure Presentation: 5 points

Expression – 40 points

- Quality of Visual Aids: 10 points
- Ability to Engage Audience: 10 points
- Oral Communication Skill: 20 points

Each student will receive feedback from co-op representatives (and when relevant, faculty liaison) after their presentation and a grade will be assessed. Presentations will be scheduled in four-hour blocks with a new student speaking every 25- minutes. Students may invite their employer to attend.

If a student is required to make a presentation at the worksite to work colleagues, the Co-op Coordinator or faculty member may be able to attend and provide a grade on-site. If a presentation is confidential, an employer representative must advise the Co-op Office. The company representative will be asked to evaluate the presentation, using the same grading form as used on campus.

Format

Individual oral presentation with accompanying PowerPoint/Prezi file

Time frame – 15 minutes (marks will be deducted for short or long presentations)

- 5 minutes for questions

Assignment

The presentation should include the following:

- Overview
- Summary
- Analytical content
- Conclusions and recommendations

Excellent – 80 to 100 points

Good – 65 to 79 points

Satisfactory – 50 to 64 points

Unsatisfactory – 0 to 49 points