

Student Name:		Student Number:					Supervisor:						
Grade Band	Content, progress(40%)	Structure (20%)			Verbal Skills (10%)		Visual Aids (15%)			Timing (15%)			
<b>Excellent (85-100%)</b>	Clear statement of thesis, mastery of background material.. Substantial progress according to the comprehensive plan for research and development.	40	Clear development of thesis ideas. Appropriate level of detail. Presentation has logical flow. Easy for audience to navigate.	10	Confident, relaxed, natural, well rehearsed. Good eye contact, Clear, articulate and audible. Questions were very well answered.	15	Clear, interesting, uncluttered. Use enhances presentation. Diagrams where appropriate. Appropriate number of slides.	13	15	Time allocated appropriately to material. Adherence to set time frame. Correct pace throughout delivery.			
		36									9	14	14
		34											
<b>Very Good (75-84%)</b>	Clear statement of thesis, mastery of good progress according to the comprehensive plan for research and development.	33	Development of key thesis ideas. Presentation has mostly logical flow. Appropriate level of detail. Audience can navigate presentation.	8	Natural and well rehearsed. Good eye contact. Clear and audible. Questions were well answered.	12	Clear, readable, little clutter. Works with presentation. Inappropriate diagrams or necessary diagrams missing. Appropriate number of slides.	11	12	Time allocated fairly to material. The timing was a bit too long or too short. Correct pace for most of delivery.			
		30									7	10	10
		29											
<b>Good (65-74%)</b>	Statement of thesis. Understanding of background material. Good progress according to the good plan for research and development.	26	Loose development of key thesis ideas. Presentation has some logic in its flow. Sometimes inappropriate level of detail. Audience may get a little lost.	6	A little nervous, stilted, some evidence of rehearsal. Some eye contact. Audience may have had some difficulty understanding or hearing what was said. Questions were answered to some extent.	8	Somewhat unclear, but readable, some clutter. Sometimes distracts from presentation. Some inappropriate diagrams or necessary diagrams missing. Close to an appropriate number of slides.	7	8	Time allocated roughly to material. The timing was too long or too short. Correct pace for most of delivery.			
		25									5	6	6
		23											
<b>Satisfactory (50-64%)</b>	Weak statement of thesis. Coverage of background material. Reasonable progress according to adequate plan for research and development..	20	Thesis ideas not developed. Illogical flow to presentation. Audience struggles to follow presentation.	4	Nervous, hesitant and unrehearsed. Poor eye contact. Audience had difficulties understanding or hearing what was said. Questions, if asked, were poorly answered.	4	Unclear, hard to read, full of clutter. Distracts from presentation. Inappropriate diagrams or necessary diagrams missing. Too many or too few slides.	3	6	Time allocated poorly to material. The timing was significantly too long or too short. Inappropriate pace.			
		19									2	5	5
		17											
<b>Poor (25-49%)</b>	Poor statement of thesis. Limited coverage of background material. Poor progress according to adequate plan for research and development..	14	Audience has no idea what you were talking about or why.	1	No preparation, evident from significant nervousness and hesitation. The markers could not understand what was said. Questions were left unanswered.	2	No useful visual aids.	1	2	No regard to suitable timing or pace of delivery.			
		10									0	0	0
		9											
<b>Very Poor (0-24%)</b>	No statement of thesis. No coverage of background material. Poor or no progress according to the plan for research and development..	4	Audience has no idea what you were talking about or why.	0	Questions were left unanswered.	0	No useful visual aids.	0	2	No regard to suitable timing or pace of delivery.			
		0									0	0	0
		0											

**Comments:**

**Mark :** / 100

**Supervisor's Signature:**

**Date:**

## **Project progress seminar (15%)**

**Rationale:** Half-way through their projects students are asked to orally present the key content of their project and progress since the submission of project proposal. The seminar should cover the scope and relevance of the thesis, the reviewed literature, the work carried out so far, and the work remaining to be done (plan). Although all above is needed for a seminar to be self contained, the emphasis should be on the progress in the project. The material should be prepared in a fashion that suits oral presentation.

**Delivery:** Every student is required to present a seminar in week 11 of the first semester of enrolment (week 7 for one-semester projects). Seminars will be scheduled in 20 minute time slots, and be about 15 minutes long. The remaining time allows for questions from the audience, further questions and feedback from the supervisor, and changeover. Students are responsible for booking their timeslot from a specified schedule, at a time suitable for their supervisor to attend. The seminar will be marked by the supervisor (and other attending academics at the discretion of the supervisor) against the seminar marking criteria. Both content and presentation are assessed. Students are required to attend five other seminars of their choice (including current honours, masters and 4<sup>th</sup> year projects in the school). As proof, a seminar attendance form must be signed by an academic at the end of the presentation. Completed forms must be handed to the student's supervisor for entry into the project database. Students who do not attend five other seminars will not receive more than 50% for their seminar mark.

### ***Details of assessment***

**Content (40%):** The content of the talk should include – besides a short introduction – a clear statement of the thesis and its importance. The presentation should demonstrate a clear mastery of the background material. Furthermore, a comprehensive and sound plan for research and development is expected. The work carried out so far should be extensively and accurately presented and related to the aims of the project.

**Structure (20%):** The seminar presentation should have a logical flow and a clear development of thesis ideas should unfold over the course of the seminar. The seminar needs to be structured – with a suitable level of detail – and presented so that it is easy for audience to navigate the underlying structure of the presentation.

**Verbal Skills (10%):** The presenter should act confidently, relaxed, natural, and be well rehearsed. The presenter should maintain good eye contact and speak clearly, and be articulate. Questions should be answered convincingly.

**Visual Aids (15%):** The supporting visual aids (slides and exhibits) need to be clear, interesting, and uncluttered. Diagrams should be used where appropriate, with the right level of detail. An appropriate number of slides should be used.

**Timing (15%):** Time should be allocated appropriately to material within the seminar. The presenter should maintain the correct pace throughout delivery and must adhere to the set time frame.