

**REPORT PRESENTATION EVALUATION FORM  
 BACHELOR OF SCIENCE WITH HONOURS  
 (INDUSTRIAL STATISTICS)**

Student's Name : \_\_\_\_\_

Matric Number : \_\_\_\_\_

Criteria	1=Poor	2=Fair	3=Moderate	4=Good	5=Excellent	Marks
<b>Understanding of the selected topic</b>	Information is inaccurate or with many errors.  Unclear focus or wrong focus	Provides little or no information on background and significance.  No evidence of preparation	Content shows problems with research and succinct presentation.  More preparation of the material is necessary	Content is presented succinctly for the most part.  Research and preparation are evident	Content throughout the presentation is well-researched and presented succinctly.  Presentation is well-prepared and has obviously been rehearsed	
<b>Supporting details</b>	Irrelevant or no support of main ideas through use of examples, facts, and/or statistics.	Slightly irrelevant examples, facts, and/or statistics, which do not adequately support the main ideas.	Relevant examples, facts, and/or statistics to support the main ideas.	Sufficient examples, facts, and/or statistics to support the main ideas.	Pertinent examples, facts, and/or statistics to support the main ideas.	
% A : Understanding of the selected topic & Supporting details						$\frac{\quad}{10} \times 9$
<b>Time management</b>	Unable to present within the time limit.	Able to present only a few of the main ideas within the time limit.	Able to present most of the main ideas within the time limit.	Able to present the main ideas within the time limit.	Able to finish the whole presentation within the time limit.	
<b>Eye contact</b>	No eye contact. Only reads notes.	Occasional use of eye contact, but frequently reads notes.	Moderate use of eye contact, but still reads notes.	Maintains eye contact most of the time but occasionally refers to notes.	Maintains eye contact with audience, seldom refers to notes.	
<b>Handle Q&amp;A</b>	Hardly answers questions about the subject matter	Answers only basic questions and fails to elaborate	Answers and elaborates some questions	Answers and elaborates most questions	Answers and elaborates questions well	
% B : Time management, Eye contact & Handle Q&A						$\frac{\quad}{15} \times 6$
<b>Total Marks (%A + % B)</b>						$\frac{\quad}{15\%}$

