

PRESENTATION GUIDELINE

A. VISUAL AID TOOLS

B. Microsoft Power Point

1. Transparency
2. Others

C. CONTENT

3. Introduction of the presentation

4. Project explained

a. Preface (*introduction*)

- Introduction to Practical Training
- Background of Practical Training

b. Project definition

- Project Scope
- Objective of Project

c. Conclusion

- Benefits
- Suggestions

B. DELIVERY / COMMUNICATION / ATTIRE

1. Physical appearance and outfit
2. Speaking clearly and loudly
3. Well controlled action and gestures (body language)
4. Effective communication between presenter and audience

5. Visual aids clear, appropriate and easy to follow
6. Presenter control the presentation very well
7. Presentation is organized and confident
8. Voice quality and intonation satisfying
9. Audience interaction
10. Handout clear, appropriate and well researched
11. Overall performance

C. DEMONSTRATION OF THE PROJECT

1. Project runs smoothly as planned
2. Fulfilled the objective of the project
3. To measure the achievement of the students (complete project)

D. QUESTION AND ANSWER

1. Listens to the question very well
2. Understands the question
3. Has the ability to answer the question