

**AZMAN HASHIM INTERNATIONAL BUSINESS SCHOOL
UNIVERSITI TEKNOLOGI MALAYSIA**

INDUSTRIAL TRAINING: ORAL PRESENTATION ASSESSMENT REPORT FORM

Name of Student	
Matric Number	
Company	
Programme	SHAC

Category	80 to 100	60 to 79	40 to 59	20 to 39	0-19	Mark	Weight	Final Mark
Company's Background, Structure, Product or Service.	Company's background, structure and product (or service) are stated and clearly explained.	Company's background, structure and product (or service) are stated, briefly explained	Company's background, structure and product or service are stated but without explanation.	Company's background or structure or product (or service) are not stated.	No serious attempt; insufficient volume of work submitted to be able potentially to demonstrate an adequate level of performance		X 0.1	
Internship Goals Achievement	Internship goals are thoroughly explained. Results are reported and significance of achievements is thoroughly explained.	Internship goals are briefly explained. Results are reported and significance of achievements is briefly explained.	Internship goals are stated. Results are reported but significance is not explained	Internship goals are stated but results are not stated.			X 0.3	
Special Project Achievement	Special project is thoroughly explained. Results are reported and significance of achievements is thoroughly explained.	Special project is briefly explained. Results are reported and significance of achievements is briefly explained.	Special project is stated. Results are reported but significance is not explained.	Special project is stated. But result and significance not explained			X 0.2	
New Experience, Integration of Knowledge from Curriculum	One new experience that has been encountered is described. Application of past curriculum is applied to situation to discuss how the situation was handled.	One new experience that has been encountered is described, past curriculum that helped solve the situation is stated but lacked explanation or analysis.	One new experience that has been encountered is described but lacks the application of curriculum.	Lacking new experience.			X 0.2	
Delivery (Verbal and Nonverbal)	Did not read from notes, clearly engaged audience through consistent eye contact and gestures; voice varied in pitch, rate, volume, and emphasis; free of filters (ahs, ums, ers)	Referred occasionally to notes and/or visual materials; engaged audience through eye contact and gestures; some variation in pitch, volume, rate, and emphasis; some filters	Relied heavily on notes and/or visual materials; exhibited minimal awareness of audience; limited variation in pitch, volume, rate and emphasis; some distracting filters	Read directly from notes and/or visual materials; exhibited little or no audience awareness, gestures or eye contact; no variation in pitch, volume, rate or emphasis; filters detract from the presentation.			X 0.1	
Creativity and Presentation	Student uses several visual images/music that show considerable work / creativity and which make the presentation better. Professional, prepared, and poised.	Prepared and somewhat professional and poised. Method chosen is typical of presentations.	Presentation could use more rehearsal. Professional attire, poise and visual aids minimally acceptable,	The student uses no images/music or the chosen images/music detract from the presentation. Unprofessional and unrehearsed.			X 0.1	

Total Mark :	/100
FINAL MARK: (Total mark X 0.2)	/20

Other comment : _____

Name of Faculty Supervisor : _____

Signature: _____

Date: _____