

**INDUSTRIAL TRAINING -SCHOOL ORAL  
PRESENTATION**

|                   |  |            |  |
|-------------------|--|------------|--|
| Student Name      |  | IC No.     |  |
| Programme         |  | Matrix No. |  |
| Host Company Name |  | Date       |  |

| Aspects    | Detail                                                                                                                                                                                                                                                                  | Mark |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Appearance | <input type="checkbox"/> Appearance, facial expression and gestures                                                                                                                                                                                                     | /3   |
| Content    | <input type="checkbox"/> Structure (overview of the outline, objectives of project and/or presentation, discussion, recommendations and conclusion)<br><input type="checkbox"/> Continuity of content (ability of audience to follow presentation)                      | /3   |
| Clarity    | <input type="checkbox"/> English (pronunciation, grammar, etc.)<br><input type="checkbox"/> Tone of voice (monotonous, intonation)<br><input type="checkbox"/> Pace of presentation<br><input type="checkbox"/> Use of visual aids to enhance clarity                   | /3   |
| Q&A        | <input type="checkbox"/> Ability to listen<br><input type="checkbox"/> Attitude towards person asking the question (defensive, respect)<br><input type="checkbox"/> Ability to handle question<br><input type="checkbox"/> Ability to respond if cannot answer question | /3   |
|            | <b>Total Marks</b> <span style="float: right;">----- x 20 % =</span><br><div style="text-align: center;"><b>12</b></div>                                                                                                                                                |      |

**Comment (If any):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name** : \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date** :

\_\_\_\_\_