

Using brief presentations to assess project work

Tim Jones

Assessment



- Following a process of enquiry, there is a need to **collate and report** what has been found.
- Typically a **written** piece of work is used, essay, report, poster etc
- A **presentation** is another process to consider...

Presentation



- Students frequently **see presentations**, usually in the form of lectures supported by PowerPoint slides.
- In their professional lives they will have to make **short presentations** to colleagues, meetings, clients etc

Individuals or groups?



- A presentation can be set as a group task, but it is difficult to make sure **everyone** in the team contributes equally.
- But...If we are to hear **individual** presentations surely there will be **too little time**?

Short presentations



- A lengthy presentation tests **endurance** of all concerned so how short can a presentation be...and still be useful?
- The 5 minute presentation...

The 5min presentation



- Realistic brief:
 1. You are asked to make presentation to the Managing Director of your company outlining the **key findings** of your recent research (eg a previously submitted written report etc)
 2. Conclude with your recommended **next actions** for the company
 3. Be prepared to answer a a few **brief questions** on your presentation

Timing

Presentations can be run at **15 minute** intervals:

- 5 mins: presentation



- 5 mins: questions



- 2 mins: for both markers to confer and agree marks



- 3 mins: for changeover and set up



Simple rules



- Everyone is issued with a time slot to attend:
- ‘Arrive no later than 9.50am, your presentation will be at 10.00’
- ‘Wait in room no123 to be called through to the adjacent presentation room124’
- Bring presentations on a USB data stick (state software/hardware setup)
- No shows and late arrivals get zero marks
- The presentation will be stopped at 5mins

Marking- the cynical view!



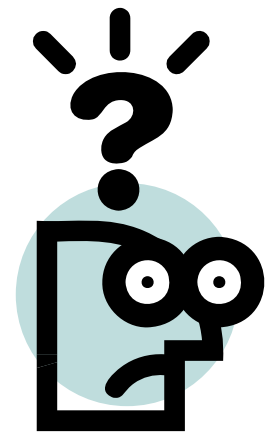
- Without **marking criteria** the tendency is to say it was 'OK ...as far as presentations go'
- Everyone who **turns up** at least passes and the very best get high 60's %
- This is not helpful!

Marking criteria



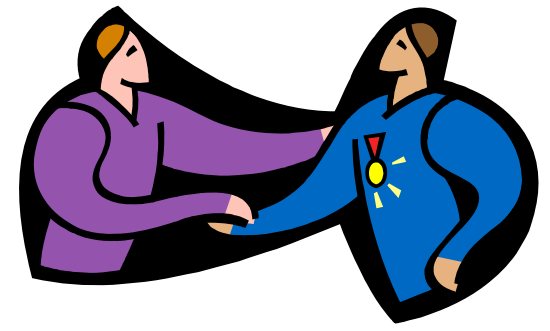
- Make a specific mark sheet **tailored to the assignment task.**
- Look for **specific things** to be done rather than a vague, warm feeling that it was reasonable or alright

Handling questions



- Award marks for how well **questions are handled**- this is unrehearsed and you see their true understanding of the material being revealed to you
- Do you need to ask questions to **clarify confusing points**?
- Have they got you so interested that you **ask searching questions**?

Feedback



- An immediate verbal ‘ the graph on cost implications was very good’ is **highly rewarding for students.**
- Try not to criticise too harshly!
- **Avoid starting a conversation** or worse a negotiation!
- Allow collection of final marks sheets the **day after**

Possible variations



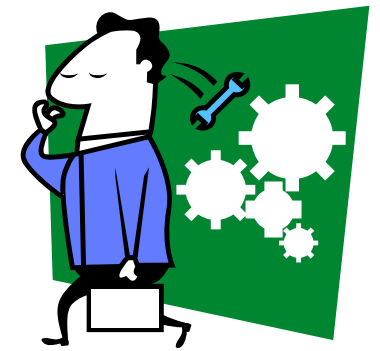
- **Auto-running** PowerPoint presentations submitted on CD with a 'brochure' explaining how to view the presentation
- - **advantage:** freedom from time constraint, and copy of material for audit etc.
- - **disadvantage:** no question can be asked and you don't know if the work is truly that of the individual student.

Possible variations



- **Video** the presentation to keep an auditable copy for external examiner to see.
- Students could **view** the presentations to learn from the experience of others.
- Students could **submit** their own video clips of their presentations for marking.

Problems...



- How **awful** would a presentation need to be to fail?
- How **brilliant** should a presentation be to get 80%?
- What about **attacks of nerves**, stuttering etc?
- What about **equipment failure**?
- How do those with **English** as a second language manage the assessment?



Questions?

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Marking sheet for 5 min 'pitch' presentation

Date

Student Name

Title of Presentation

Marker 1.....

Agreed final percentage.....%

Marker 2.....

Content

50%

Introduction	Who are you? What is it about?
Market	What are the main market forces?
Technology	What are the main technological issues?
Foresight	What is your view of the future?
Summary	Is it clear the presentation has finished?

Delivery

20%

Speech	Is it audible and understandable?
Pace	Is it too fast or painfully slow?
Time	Kept to time
Clear message	Do I know more at the end, and want to learn more?
Engagement with audience	Does it sound like you believe in what you say?
Confidence in front of people	Have you got control over your nerves?

Visual aids

10%

Easy to understand	Are the aids used understandable?
Clear to read	Is it too small to read from the back?
Appropriate diagrams, tables, photos etc	Are the diagrams helping to explain things more clearly?
Use of samples, examples	Are any interesting samples used?

Questions

20%

Missing information	Are questions essential to fill big gaps in the presentation?
Probing deeper	Do answers indicate full understanding of subject presented?

Total	%
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