

REPORT PRESENTATION EVALUATION FORM

Student's Name : _____

Matrix No : _____ Program : Diploma in Hotel Management

Date of Internship : _____

Organization : _____

NO.	EVALUATION CRITERIA	Poor [1 markah]	Unsatisfactory [2 markah]	Average [3 markah]	Good [4 markah]	Excellent [5 markah]
1.	APPEARANCE	Acceptable attire, not well groomed	Acceptable attire, neat and well groomed	Appropriate attire, professional look, neat and well groomed	Business attire, professional look, neat and well groomed	Business attire, very professional look, neat and well groomed
		Visual aids is superfluous, poor and weak, out of context, wordy	Visual aids explain presentation, with many weakness (eg spelling, colour selection, background, etc), wordy	Visual aids explain and reinforce presentation, show considerable work with few weakness (eg spelling, colour selection, background, etc)	Visual aids explain and reinforce presentation, interesting, show considerable work with some creativity.	Visual aids explain and reinforce presentation, interesting, show considerable work and creativity. Have no misspellings or grammatical error. Wow factor
3.	PRESENTATION CONTENTS INTRODUCTION	Lack two of these elements: general introduction, presentation outline and focused topic presented	Lack either one of these elements: general introduction, presentation outline and focused topic presented	Provide general introduction, presentation outline and focused topic presented	Provide clear and concise general introduction, presentation outline and focused topic presented.	Interesting and attractive general introduction, presentation outline and focused topic presented.
		Elaboration is out of context	Lacking in elaboration of student's functions/ tasks in relation to the department/ program/project/event and description of the systems/ workflow used to carry out the functions	Provide elaboration of student's functions/ tasks in relation to the department/ program/project/event and description of the systems/ workflow used to carry out the functions	Detailed elaboration of student's functions/ tasks in relation to the department/ program/project/event and description of the systems/ workflow used to carry out the functions	Interesting, detailed and attractive elaboration of student's functions/ tasks in relation to the department/ program/project/event and description of the systems/ workflow used to carry out the functions
4.	PRESENTATION CONTENTS (2) ELABORATION ON TASKS AND SYSTEMS					

5.	PRESENTATION / COMMUNICATION SKILL					
		Student maintains no eye-contact, read from notes, audibility and clarity are low, mumbles. Delivers with little confidence and stiff gestures. Lacking language proficiency.	Students maintains little eye-contact time, constantly returning to notes, audibility and clarity are low, mumbles. Delivers with some confidence and appropriate gestures with lacking language proficiency.	Students maintains some eye-contact time, frequently returning to notes, uses clear but low in volume, mostly correct pronunciation, Delivers with confidence and appropriate gestures with some language proficiency.	Students maintains eye-contact most of the time, frequently returning to notes, uses clear voice, mostly correct pronunciation, Delivers confidently with appropriate gestures with language proficiency. Shows personality.	Students maintains eye-contact, seldom returning to notes, uses clear voice, audible, correct pronunciation, Delivers confidently with appropriate gestures with style and language proficiency. Shows personality. Creative
6.	DEFENCE/ DISCUSSION/ PROBLEM SOLVING					
		Student is uncomfortable responding to questions. Lacks grasp on what was presented, answers out of context.	Student is uncomfortable responding to questions. Able to answer only elementary matters to subject matter. Very uncertain of answer	Student demonstrates ability to elaborate with limitations on subject matter. Able to respond and defend to questions with uncertainty	Student demonstrates ability to elaborate on subject matter with reasonable explanation. Able to respond and defend to questions with some eloquence	Student demonstrates ability to elaborate on subject matter extensively with reasonable explanation. Able to respond and defend to questions with eloquence
TOTAL 30%						

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Evaluator's Signature :

Evaluator's Name :

Date :