



Olympia College Johor Bahru (OCJB), 12 Jalan Tebrau, 80250 Johor Bahru, Johor.

### ACTIVITY PRESENTATION & EVALUATION

**Activity Title** : \_\_\_\_\_

**Program** : \_\_\_\_\_

**Semester** : \_\_\_\_\_

**Team Members** : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please put tick (✓) the number that best describes your overall assessment for each of the categories listed below. Evaluators should also circle the recommended grade for the presentation and sign the evaluation form. Thank you for your co-operation.

- 1: Unacceptable
- 2: Poor
- 3: Acceptable or Good
- 4: Very Good
- 5: Excellent or Exceptional

DESCRIPTION / AREA	MARKS				
	1	2	3	4	5
<b>Preparation / Content</b>					
Effective opening (introduction of topic/overview)					
Well organized/logically sequenced					
Knowledge of the project					
Stayed focused on topic					

Kept audience interested in topic					
Effective closing / summary emphasized					
<b>Teamwork</b>					
Clear articulation/pronunciation					
Effective stress handled					
Responsibility / Accountability					
Coordination of the project					
Following the timeline					
Job assignment					
<b>Personal Qualities of Team Member</b>					
Appearance					
Confidence / credibility					
<b>Question and Answer Techniques</b>					
Confident					
Complete (the relevance of the answer)					
<b>Overall Evaluation</b>					

Comments / Feedback : \_\_\_\_\_  
 \_\_\_\_\_

**RECOMMENDED GRADE: A / B / C / D / E**

**Evaluator's Signature** : \_\_\_\_\_

**Evaluator's Name** : \_\_\_\_\_

**Date** : \_\_\_\_\_