|  |  |
| --- | --- |
| Complete this table jointly team and leave the grade column blank for complation by your instructor who will use the chart and the factor F that was computed for each member. | ORAL REPORT |
| Team : |   | Heavy –Appliance Mover |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Number members: (N = 4 to 6) | % Contri- bution C | F = N C | GRADE |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
|  |  | 100 % |  |  |

N : number of members

C : the contribution of each member

F : factor for each member is the number of members “N” times the contribution of each “C”

|  |  |  |
| --- | --- | --- |
| EVALUATION BY REVIWER | Max. | Comments : |
| 1. | Introduction of team members | 2 |  |
| 2. | Proper dress of team members | 2 |  |
| 3. | Statement of purpose of presentation | 5 |  |
| 4. | Use of visuals- point to important points, do not block screen, do not fumble, etc. | 10 |  |
| 5. | Adequate number of visual aids | 9 |  |
| 6. | Quality of visual aids | 15 |  |
| 7. | Clear presentation of recommended design | 10 |  |
| 8. | Coverage of alternative solutions considered | 2 |  |
| 9. | Consideration of human factors | 5 |  |
| 10. | Coverage of economics (manufacturing, shipping, packing, overhead, mark-up, etc.) | 10 |  |
| 11. | Presentation of an effective conclusion | 5 |  |
| 12. | Continuity of presentation | 3 |  |
| 13. | Poise and professionalism | 2 |  |
| 14. | Team participation (perfect score if all particapate) | 10 |  |
| 15. | Use of allotted time | 10 |  |
|  | **TOTAL** | **100** |  |