

## SBS5421 Building Energy Efficiency cum Carbon Emission

<http://ibse.hk/SBS5421/>

### Mini-Project 2018-2019: Oral Presentation

Date & Time: 2 May 2019 (Thu), 12:00-18:00 (each group 10 minutes presentation + 5 minutes Q&A)

Venue: Room 614, 6/F THEi Building

#### Time schedule:

12:15-12:30 Group 02

12:30-12:45 Group 03

12:45-13:00 Group 04

13:00-13:15 Group 20

13:15-13:30 Group 07

13:30-13:45 Group 09

13:45-14:00 Group 12

14:00-14:15 Group 13

14:15-14:30 Group 14

14:30-14:45 Group 15

14:45-15:00 Group 16

15:00-15:15 Group 01

15:15-15:30 Tea Break

15:30-15:45 Group 18

15:45-16:00 Group 05

16:00-16:15 Group 22

16:15-16:30 Group 06\*

16:30-16:45 Group 08\*

16:45-17:00 Group 10\*

17:00-17:15 Group 11\*

17:15-17:30 Group 17\*

17:30-17:45 Group 19\*

17:45-18:00 Group 23\*

(\* Student group with no members taking the programme elective module SBS5437 (to prevent time conflicts).

#### Remarks:

1. Students should submit their presentation files to Moodle (with the name "GroupXX-presentation") before 2 May 2019 (Thu) and check to ensure that the presentation materials can be run smoothly. A computer will be set up at the venue for use by the presenter(s). Students may also bring their own laptop computers and use them for the oral presentation.
2. All the student group members should arrive the venue at least 10 minutes before the start of their presentation session. Each student group will have 15 minutes to make the oral presentation (including 10 minutes presentation and 5 minutes Q&A). The presentation should provide a concise summary of the major findings and interesting results of the project.
3. Each student should contribute to the team working to prepare a professional oral presentation. Each member of the group should draft their part of the presentation and then meet with each other to practice giving it as a group. Every member should get approximately equal floor time in the oral presentation and do equal amount of work.

## Assessment Rubrics for Oral Presentations:

Oral Communication: Expressing ideas clearly when communicating orally.

Criteria (weighting%)	Levels of performance and grades			
	Insufficient (1) F	Acceptable (2) D & C	Good (3) B	Excellent (4) A
<b>Quality of content (20%)</b>	Cannot show integrative knowledge and adequate project information.	Show little integrative knowledge and fair development of the project information.	Show some integrative knowledge and effective development of the project information.	Demonstrate full integrative knowledge and effective development of the project information.
<b>Organization of presentation (20%)</b>	Presentation is very confused and unclear. Listeners cannot follow it.	Listener can follow presentation with effort. Organization not well thought out.	Presentation is generally clear. A few minor points may be confusing.	Presentation is clear and logical. Listener can easily follow line of reasoning.
<b>Pace and delivery (20%)</b>	Presentation is far too long or far too short. Speakers generally are too fast or too slow.	More than one speaker is too fast or too slow, repetitive or skipping important details.	One speaker's pacing is too fast or too slow, repetitive or skipping important details.	Presentation is a planned conversation, paced for audience understanding.
<b>Use of visual aids (15%)</b>	No aids are used, or they are so poorly prepared that they detract from the presentation.	Aids are poorly prepared or used inappropriately. Font is too small. Too much information is included.	Aids contribute, but not all material supported by aids. Font size is appropriate for reading.	Aids prepared in professional manner. Font is large enough to be seen by all. Well organized. Main points stand out.
<b>Responsiveness to audience (10%)</b>	Avoids audience interaction. Not responsive to group.	Reluctantly interacts with audience. Responds poorly to questions.	Generally responsive to questions.	Responds well to questions. Restates and summarizes when needed.
<b>Team work skills (15%)</b>	Team work was hardly observed. The distribution and transitions of presentation work load was hardly compromised.	Not every member contributed to the presentation. Only one or two dominated. Transitions from one speaker to another were observed but not very smooth.	Every member had chances of presenting the materials but not equally shared the load. Transitions from one speaker to another were smooth and team members generally supported each other.	Every member had equal chances of presenting the materials. Transitions from one speaker to another were very smooth. Team members were very supportive.