



## PENILAIAN KESELURUHAN LATIHAN INDUSTRI REPORT EVALUATION AND INDUSTRIAL TRAINING PRESENTATION

1. Nama pelajar (Name of student)		
2. No. Matrik (Matric Number)		
3. Program (Programme)		
<b>PENILAIAN LAPORAN (Sila rujuk rubrik)</b> <b>REPORT EVALUATION (Please refer to rubric)</b> <b>Diisi oleh Pensyarah Pelawat</b> <b>(To be filled by Visiting Lecturer)</b>		
a. Kandungan Laporan (PO1) (Report Contents) b. Analisis Kritikal (PO1) (Critical Analysis) c. Kesimpulan (PO1) (Conclusion) d. Organisasi Laporan (PO10) (Report Organisation) e. Bahasa (PO10) (Language)	Markah Penuh (Full marks)	Markah (Marks)
	5	
	10	
	5	
	5	
	<b>Jumlah (Total)</b>	<b>30</b>
<b>PENILAIAN PEMBENTANGAN (Sila rujuk rubrik) (P10)</b> <b>EVALUATION OF PRESENTATION (Please refer to rubric)</b> <b>Diisi oleh Pensyarah Pelawat</b> <b>(To be filled by Visiting Lecturer)</b>		
a. Kandungan Pembentangan (PO10) (Presentation Contents) b. Organisasi Pembentangan (PO10) (Presentation Organisation) c. Penyampaian (PO10) (Delivery) d. Kebolehan menjawab soalan (PO10) (Ability to answer questions)	Markah Penuh (Full marks)	Markah (Marks)
	5	
	5	
	5	
	<b>Jumlah (Total)</b>	<b>20</b>
4. Ulasan (Comments)		
_____ Tarikh (Date)	_____ Tandatangan Pensyarah Pelawat (Signature of Visiting Lecturer) Nama : (Name)	

<b>PENILAIAN KESELURUHAN (OVERALL EVALUATION) Diisi Oleh Penyelaras (To be filled by Coordinator)</b>			
a. Laporan (Report) b. Pembentangan (Presentation) c. Penyelia Industri (Industrial Supervisor)	Markah Penuh (Full marks)	Markah (Marks)	
	<b>30</b>		
	<b>20</b>		
	<b>50</b>		
<b>JUMLAH BESAR (SUMMATION)</b>		<b>100</b>	
Keseluruhannya, latihan industri ini dinilai sebagai: (Overall evaluation of the industrial training is considered as:)		<input type="checkbox"/> Memuaskan (Satisfactory)	<input type="checkbox"/> Tidak memuaskan - Markah kurang 60% (Unsatisfactory- marks less than 60%)
_____ Tarikh (Date)		_____ Tandatangan Penyelaras (Signature of Coordinator) Nama : (Name)	

Nota: Markah Penyelia Industri diberi pada LATIN03  
(Note: Marks for Industrial Supervisor is given on LATIN03)

REPORT EVALUATION						
Marks:	0	1	2	3	4	5
Criteria		Poor		Acceptable		Excellent
<b>A. Report contents</b>		Topic is poorly developed with supporting details that are absent or vague. Trite ideas and/or unclear wording reflect lack of understanding of topic and audience.		Topic is evident with some supporting details; generally meets requirements of assignments.		Topic is well developed, effectively supported and appropriate for the assignment. Effective thinking is clearly and creatively expressed.
Marks:	0	1-2	3	4-6	7	8-10
Criteria		Poor		Acceptable		Excellent
<b>B. Critical Analysis</b>		Unable to copy rational and logical thinking in writing. Writing lacks definition of problem statement. There is no support statement.		Able to apply rational and logical thinking in writing. The problem statement is defined with some analyses to support the argument.		Able to apply rational and logical thinking in writing, anticipate the problems and address the solutions. Excellent argument to support the cases.
Marks:	0	1	2	3	4	5
Criteria		Poor		Acceptable		Excellent
<b>C. Conclusion</b>		Fails to identify conclusions, implications, and consequences of the issue or the key relationships between the other elements of the problem		Identifies and discuss conclusions, however moderately discuss the implications and consequences.		Identifies and discuss conclusions, implications, and consequences considering context, assumptions, data and evidence. Objectively reflect upon their own assertions.
<b>D. Report organisation</b>		Writing is rambling and unfocused, with main theme and supporting details presented in a disorganized, unrelated way.		Writing demonstrates some grasp of organization, with a discernible theme and supporting details.		Writing is clearly organised around a central theme. Each paragraph is clear and relates to the others in a well-planned framework.
<b>E. Language</b>		Writing lacks sentence variety. Significant deficiencies in wording, spelling, grammar, punctuation or presentation. Sources, if appropriate poorly cited.		Some sentence variety; adequate usage of wording, grammar and punctuation. If appropriate, some cited sources used.		Wide variety of sentence structures. Excellent word usage, spelling, grammar and punctuation. If appropriate multiple sources correctly cited. Effective integration of information.

EVALUATION OF PRESENTATION						
Marks:	0	1	2	3	4	5
Criteria		Poor		Acceptable		Excellent
<b>A. Presentation contents</b>		Topic is poorly developed with supporting details that are absent or vague. Trite ideas and/or unclear wording reflect lack of understanding of topic and audience.		Topic is evident with some supporting details; generally meets requirements of assignments.		Topic is well developed, effectively supported and appropriate for the assignment. Effective thinking is clearly and creatively expressed.
<b>B. Presentation organisation</b>		Speech is rambling and unfocused, with main theme and supporting details presented in a disorganized, unrelated way.		Speech demonstrates some grasp of organization, with a discernible theme and supporting details.		Speech is clearly organized with effective introduction and conclusion. Each segment relates to the others according to a carefully planned framework.
<b>C. Delivery</b>		Speaker appears unpractised. Unnecessary pauses, filler words. Problems with voice control, eye contact or posture. Incorrect or inappropriate language. Visuals/notes are not used as needed		Speaker appears proficient with language, vocal and physical expression. Notes and visuals used as needed.		Speaker uses grammatically correct and appropriate language. Smooth and effective delivery. Good voice control, eye contact, and physical demeanour. Notes and visuals used to enhance the presentation.
<b>D. Ability to answer questions</b>		Speaker is unable to answer questions related to the presented topic and appears not knowledgeable about the presented materials.		Speaker is able to answer some questions regarding the presented material.		Speaker is able to provide excellent answers, complete with arguments to support the answers. Demonstrate a broad knowledge of the presentation.