**BUSINESS STUDIES**

School Badge

**Grade 10 –Oral Presentation - 2017**

**Set by: D Prinsloo**

**Moderated by:**

**Task:**

Design a ‘self-management’ course which you present as a workshop to your class. You need to include aspects from the list below. You can discuss as many as you want and you do not need to include all topics:

* Time management
* Stress management
* Personal goals
* Success and a balanced life style

(If you only use one or two of the above topics, you will be required to go into great detail and if you use all four, less detail on each is required)

You are expected to present your ± 3-5 minute presentation in the appropriate manner, you need to have a well-planned slide show to accompany your speech. All other forms of media are welcome, yet optional.

**Instructions:**

* Plagiarism will be penalised to the full extent. All plagiarised sections of work will not be marked or considered part of the task. 90% of the text must be written by you and a maximum of 10% may be directly quoted and cited. All direct quotations must be correctly cited and referenced (Harvard referencing format)
* All late work will be penalised by deducting 10% per day. (Weekends will count as separate days).
* It is recommended that you use a variety of at least *three* alternate sources to complete the task.
* All sources need to be referenced correctly.
* Presentation requirements:
  + This is an individual task.
  + The power point must be professionally presented, no long paragraphs on the slides!
  + Insert all the necessary extras onto the slides to ensure it is of the correct standard.
  + You must submit a typed copy of your speech, this must be a full account of your talk.
  + You must submit a printout of your slides. (NB: There must be a minimum of 6 slides printed per one page – colour not necessary).
  + Work must be stapled on the top left hand corner when handing in.
* Please make reference to the attached Rubric when preparing your oral as to include every aspect expected of you.

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| **RUBRIC ‘Oral Presentation’**  STUDENTS  MARK: 50  50  NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | 0-2 | 3-5 | 6-8 | 9-10 | Total |
| QUALITY OF DELIVERY | | | | | |
| Presentation - Communication  **LOT** | (0) Not. (1&2)Partially meeting the standard of correct articulation, proper preparation, eye contact etc. | (3)Adhering to presentation criteria of public speaking (4) in a business environment (5) and dynamic | Good to very good meeting the criteria of public speaking(6), good posture and eye contact(7), The use of visual aids and correct language use(8). | Superbly meeting the criteria of public speaking, good posture and eye contact (9), The use of visual aids and correct language use (10). |  |
| QUALITY OF PRESENTATION | | | | | |
| Presentation – Media aspects  **LOT** | (0) Not. (1&2)Partially meeting the standard of a well execute power point. (Slides numbered, logos, correct colour contrasts etc.) | Adequately presented power point (3) meeting all criteria (4) limited additional media (5) | Professionally presented power point (6) meeting all criteria well (7) as well as additional media used correctly (8). | Outstandingly presented power point meeting all criteria well as well as more than one additional media used correctly (9&10). |  |
| QUALITY OF CONTENT | | | | | |
| Theoretical aspect of topics covered  **LOT** | (0) No topics were covered (1) topics identified but not understood (2) topic(s) identified in minimal detail. | (3) Adequate detail identified relating to topic(s) (4) topic(s) mentioned in limited detail (5) topic(s) mentioned correctly with minimal application. | (6) Topic(s) mentioned with fair application (7&8) topic(s) applied in good detail. | (9&10) topic(s) discussed with outstanding detail and application, showing breadth and depth of understanding. |  |
| Did it fit the brief of being a workshop i.e. were the audience equipped?  **HOT** | (0) no relevance (1) brief identified but not understood (2) brief identified in minimal detail. | (3) Adequate detail identified relating to brief (4) brief carried over in limited detail (5) brief carried out correctly on a basic level. | (6) Brief carried out with fair application (7&8) brief applied in good detail. | (9&10) brief carried over with outstanding detail and interaction, showing breadth and depth of understanding of what a workshop entails. | **X2** |
| TOTAL: **(50 MARKS)** | | | | | |

**Educator & Date**

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_