Chemistry Co-op—Oral Presentation Guidelines

After your work term, you'll present an oral report to other co-op students and faculty members.

The report should be informative and deal with the job rather than dwell on personal opinions. You should name your projects and outline the problems or tasks that you completed.

Your report may also include some background information about the organization or company you worked for. Personal comments or opinions concerning the work environment, salary, living conditions, etc., should be kept to a minimum.

PRESENTATION OF THE ORAL REPORT

Your report should be presented in a formal manner, and approximately 7 to 10 minutes long. Be prepared to answer audience questions and comments at the end of your presentation.

You can use some technical jargon in your report if necessary, but make sure your listeners have a clear idea of what you're talking about. The report should be given in a clear, logical and concise manner.

GRADING

An oral report is mandatory after each work term, but it won't be graded.