

CO-OP Display board Assignment

Instructions: Your display board will be presented at the career fair.

1. Gather Material – Business cards, letterhead, memos, assignments, cartoons, buttons, pamphlets, products, marketing items, etc.
2. Take photographs of yourself, other employees, products, and tools.
3. Think about “A day in the Life of. At my Co-operative Education Placement” in order to prepare for your presentation.
4. Review and practice your presentation – be prepared for questions from the audience.
5. Be prepared with questions to ask the audience in order to ensure their participation in your presentation.

Other suggestions:

- A demonstration of a specific job skill or examples of completed tasks
- Photographs – either separately or in a photo album
- Audio visual materials
- Company uniforms
- Safety equipment
- Tools and machines you used
- Daily work schedule
- Company products
- Company sign, logo, business cards, brochures

CO-OP DISPLAY BOARD AND PRESENTATION: EVALUATION

NAME: _____

DATE: _____

Evaluation is based on:

- Aesthetic appeal (visual impression, eye-catching, neat, use of differing materials)
- Information (accurate, complete, represents company and/r product)
- Career Awareness (information demonstrates knowledge of career fields)
- Communication (good volume, pace, eye contact, fielding questions)

DISPLAY BOARD

Quality /10 _____
Originality /5 _____
Content /10 _____

ORAL PRESENTATION

Quality of Reflection /5 _____
Organization /5 _____
Completeness /5 _____
Clarity /5 _____
Overall Impression /5 _____

TOTAL /50 _____

COMMENTS:
