HIGHER HOTEL INSTITUTE, CYPRUS

PASTRY AND BAKING ARTS PROJECT GUIDELINES

CULINARY ARTS III

(CAPM 322)

February 2020

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1. GENERAL INFORMATION

These guidelines are designed to guide and assist final year Culinary Arts students in fulfilling their Pastry and Baking Arts Project.

The Pastry & Baking Project corresponds to 3 ECTS (European Credit Transfer System) and is an essential prerequisite for the acquisition of your Diploma. In order to achieve a passing grade in the Project, the student is obliged to obtain at least a minimum grade of <u>50% in each part</u>.

The Pastry and Baking Arts Project is divided into two parts:

- ✓ The **<u>theoretical part</u>** that corresponds to **50%** of the grade of the module, and comprises the following parts: (APPENDIX V)
  - The Proposal of the Project (25%)
  - The Written Part of the Project (60%)
  - The Presentation of the Project (15%)

- ✓ The **<u>practical part</u>** of the project that corresponds to **50%** of the grade, and comprises the following parts: (APPENDIX V)
  - The preparation of the practical part of the Project, which consists of the preparation of a pre-selected number of recipes, and display of skills that correspond to the topic (40%)
  - The presentation of the buffet of the topic (40%)
  - The practical presentation before an audience (20%).

VERY IMPORTANT NOTE:

At all times remember that **your project is based on Pastry and Baking Arts** and **not** on Horticulture, Agriculture or any other discipline.

FOR EXAMPLE if your project is on fruit, do not concentrate too much on the fruit tree description, cultivation, fruit diseases, fruit varieties and other aspects that are **IRRELEVANT to Pastry and Baking Arts!!!**

YOU MAY BE PENALISED IF YOU DO!!!

Included in this handout:

DEADLINES	
GUIDELINES TO PROPOSAL AND WRITTEN PART OF PROJECT	
APPENDIX I	**HARVARD REFERENCE SYSTEM**
APPENDIX II	**PRESENTATION SKILLS**
APPENDIX III	**TITLE PAGE**
APPENDIX IV	**FORM FOR THE SUBMISSION OF WORKING TITLE**
APPENDIX V	**MARKING SCHEDULE**
APPENDIX VI	**FORM FOR SUBMISSION OF TITLE**

2. DEADLINE DATES

TASK	DEADLINE DATE
Submit Pastry and Baking Arts research topic to Archives Office	**3 March 2020**
Hand in Proposal	**28 April 2020**
Hand in written research	**14 October 2020**
Submit list of all ingredients needed	**3 weeks prior to presentation of project**
Present project	**On date that was allocated to each individual student**

FAILURE TO MEET THE DEADLINES WILL HAVE A DETRIMENTAL EFFECT ON THE GRADES ALLOCATED TO THE SUBJECT PASTRY AND BAKING PROJECT.

3. PURPOSE OF THE STUDY

The project is an extremely important aspect of your Pastry and Baking Arts class.
The main objectives of this assignment are to enable students to:

1. Undertake an in depth research on a chosen subject within the Pastry and Baking Arts field
2. Employ theoretical, practical and innovative techniques taught in the Pastry and Baking Arts classes
3. Plan and present a pastry buffet thus developing and demonstrating creative and decorative skills
4. Present their creations as a PLATED DESSERTS on the buffet table.
5. Present skills/techniques in front of the audience.
6. Prepare a plated dessert in front of the audience.
7. Present the research subject in written form according to guidelines provided
8. Deliver the research subject to an audience *(Appendix II)*
9. Present their skills before an audience
10. Objectively analyse and evaluate his/her own work and formulate suggestions for improvements or further work based on the student's experiences
11. Develop skills for and a commitment to lifelong learning
12. Establish a career portfolio
13. Conform to professional standards in appearance, attitude and performance

4. PROCEDURS FOR THE PROJECT

4.1. TUTOR

At the beginning of the Spring Semester, the instructors of the module “Contemporary Desserts” will present and explain the Pastry and Baking Arts Project Guidelines to the students. Each Culinary Arts second year student will be allocated a Pastry and Baking Arts tutor.

4.2. TOPIC

Prior to commencing their research, and with the assistance of their instructor for the module “Contemporary Desserts”, the second year Culinary Arts students should select the topic of their Pastry and Baking Project, based on the written guidelines given to them. The students can base their project on topics that are of interest to them and are taken from the wider pastry and baking context. The topic of their project should be researchable and backed with relevant bibliography that will enable them to delve into in-depth research, prepare original recipes and present challenging demonstrations. The student has to search for and locate literature that refers to his/her topic. A minimum of five books must have references to the topic. (excluding recipes)

4.3. TITLE

Students should decide on the title of their project after intensive research and complete the form “Submission of Title” in Appendix VI.

The form should be submitted to the Archives Office and the Registrar Secretary (Ms Rania Solomou) by **3rd March 2020**.

The Chairman of the Pastry and Baking Arts Project Committee will collect the titles and call a meeting of all its members.

The Committee will evaluate the feasibility of the various titles and distribute them to the corresponding supervising tutors. Thereafter, a list of the aforementioned will be submitted to the Director for final approval.

NOTE: The Project should have a precise title that reflects the focal point and area of the work. Special attention should be paid to the exact and clear wording of the working title, since students will not be allowed to change it after this stage, without written approval from the Pastry and Baking Arts Committee.

4.4. PROPOSAL OF THE PROJECT

By **28th April 2020**, each student has to submit the proposal of the project to the archive office of the HHIC. The student should visit his/her instructor/tutor regularly, so as to be assured of the successful progress of the proposal of the project.

4.5. THE PROJECT

After the handing in of the Proposal, the student will begin with the main, written part of the Project under the close supervision of his tutor.

By the end of the **2nd week of October (14th October 2020),** the student must submit **TWO** spiral bound copies of the project to the archive office of the HHIC.

4.6. PRACTICAL PART OF THE PROJECT

After consulting with the Pastry and Baking Arts Tutor, the student should decide on **TWO** recipes that he/she will prepare and present on the day of the presentation. A list of all the ingredients needed for the preparation of the recipes, and the recipes themselves, should be submitted to the Pastry and Baking Arts Tutor **THREE weeks prior to the presentation**.

The student is expected to work **ALONE** for the preparation of the TWO recipes that he/she will present to the teaching staff of the Higher Hotel Institute, Cyprus, on the day of the presentation.

Student Helper: Each student will be helped by the student immediately following them on the class student list, with the latter helping the former on the day of preparation and presentation of the Project. It goes without saying that the Helper is expected to be involved in solely auxiliary tasks, and under **no circumstances** will they prepare the food items or the buffet. Should the Helper fail to perform their duties adequately, they will have their presentation mark penalised by a deduction of 10%.

During the afternoon, before the presentation of the project, the student and his/her helper will be given access to the pastry workshop. After lunch, they will work under the close supervision of an instructor until 6 o´clock in the evening. The workshops will then be shut, and will be reopened the following morning at 7:30. The student will have no access to the workshops between these times.

The prepared recipes should be presented in both buffet style and as plated desserts. Among the student's responsibilities are:

- The decoration of the buffet
- The organisation and the layout of the restaurant

The buffet should be ready for assessment by 8.30 a.m. on the date of the presentation. The presentation itself begins at 8.45 a.m. and each student has to complete their presentation within 15 minutes. This time comprises the time allotted to skill presentation as well as the posing and answering of questions. After the presentation students should hand in any audiovisual aid used in the presentation.

The Pastry Workshop should be cleaned and tidied up by 10:00 a.m. following the presentation. Failure to do so, the student will be penalised by having their presentation grade diminished by 10%.

Third-year student attendance:

The presence of all third-year students is compulsory. It should be noted that all students should be assembled by 8.45 a.m., when the presentation is scheduled to commence. Students that are not present will be marked absent for the duration of the presentation. The student will lose one mark per absence from the final grade of the module.

In the case of a student exceeding 15% absences, the presentation of the Project will have to be repeated during the re-examination period, with different desserts/savouries and visual material. The cost will be incurred by the student and, just as in the case of all re-examinations, the final mark of the Project will not exceed 50%.

Late submission of project:

A student that does not submit his/her proposal or project on time, will not be allowed to progress to the stage of presenting his/her project. Furthermore, he/she will be penalised by attaining a ZERO mark in both theoretical and practical aspects of the subject of Pastry and Baking Arts Project.

Simultaneously, if a student does not submit the list of ingredients to his/her instructor timely, he/she will not be allowed to present the project, and subsequently, be given a zero mark for the practical facet of the project.

5. PROJECT and PROPOSAL FORMAT GUIDELINES

Format refers to the overall appearance of the project. The information in this section explains how the project should look. Set the format guidelines up on a word processor and use them throughout the preparation of the document rather than attempting a major rearrangement of material at the last minute.

Length

PROPOSAL: The Proposal must be typed in no more than 1000 words.
PROJECT: The Project must be between 2000 – 2500 words (exclusive of appendices and recipes). Seek advice from your tutor and remember, quantity is no substitute for quality.

As a rough guide, a single page of A4 paper (the size of this sheet), 1.5 spacing, contains about 350 words.

Paper Size
The entire report must be submitted on A4 size paper.

Printing
The report should be printed on one side of each page only. The print quality should be dark and clear.

Margins
Margins should be:

Top margin:	30 mm
Bottom margin:	30 mm
Right margin:	25
Left margin:	38 mm (to allow for binding)

Justification
Right and left margins should be justified (giving a straight edge to the text on both sides).

Lettertype requirements

Font	Arial
Style	Normal
Size	14 for Headings, 12 for text, tables, etc
Spacing	1.5 lines

Page numbering

Page numbers have to be CENTRED at the BOTTOM of EACH PAGE starting with the TABLE OF CONTENTS.
Remember the Title Page (Cover Page) is counted in the numbering, but bears no page number.

Paragraphing

No indentation is necessary when starting a new paragraph. Separation of paragraphs is effected through 1 line (double) spacing.

Page Breaks

Try to ensure that these occur in sensible places. There is no need to take a new page for each main section heading, but you should do so for new chapters. Never let a page break separate the last line of a paragraph. Try to ensure that, if possible, enumerated lists (a,b,c, etc) are not split across pages.

Sectioning

Sections and subsections are used to organise the document into cohesive chunks for the reader. Give them meaningful headings. Never subdivide beyond three levels e.g. 3.1.1.2 is too much.

Below is an example of the numbering system:

1. Chapter 1 (Heading 1 Style)
1.1. Section 1 of Chapter 1 (Heading 2 Style)
1.1.1. Sub-Section 1 of Section 1 (Heading 3 Style)

6. THE PROPOSAL

Writing the Proposal

The draft should include the following:

1. Working Title
2. Aims and Objectives
3. Context of Study
4. Literature Review
5. Bibliography

1. **Working Title**: The working title should contain essence of what the student intends to do. ***What is the project about!***

2. **Aims and Objectives:** *What you intend to accomplish!*
A list and description of the objectives of the study or problems to be solved must be included. Objectives should be clear and precise.

3. **Context of Study**: It should include:
   - Background information - social, economic, political, historical and cultural – to put the project in CONTEXT with other work completed in the field.
     It should be a summary of existing evidence that motivates your specific, proposed work.
   - Reasons for choosing this topic
   - The need / importance of the study
     It should state why the topic is an important research in order to justify why the study should be conducted.

     - Why is this study necessary?
     - **Why is the project worth doing!**

   The writer should create reader interest in the topic.

4. **Literature Review**:

   A proposal must include a critical review of the literature you have studied for carrying out the research. In this section, you acknowledge the researchers whose works have formed a foundation for your research.

   The purpose of the Literature Review is to convey to the reader what knowledge and ideas have been established on the topic, their strengths and weaknesses.

   (A minimum of five books, articles or reports that the student has consulted concerning the research topic, must be cited).

5. **Bibliography**

7. WRITING THE PROJECT

Getting Started

Don't let the thought of putting pen to paper frighten you. Get started!

These simple steps will guide you through the essay writing process:

- Decide on your topic.
- Prepare an outline or diagram of your ideas.
- Write the introduction.
- Write the body.
    a. Write the main points.
    b. Write the sub points.
    c. Elaborate on the sub points.
- Write the conclusion.
- Add the finishing touches.

Time Management

Poor Time Management skills are one of the major reasons for poorly graded or failed projects. Do not wait until you have done all of the reading before you start writing. Start drafting out your first chapter(s) once you have done some initial research into the area.

You should try to follow a specific timetable for the completion of draft chapters.

It takes time to settle down to writing a report after a lengthy period of investigation. The general pattern is to proceed slowly and to speed up as the final chapters are reached.

WRITTEN PROJECT

THE TEXT

The main text of the paper has to be separated into well-defined divisions, such as chapters, subchapters, sections and subsections.

Page numbers have to be **CENTRED AT THE BOTTOM OF EACH PAGE STARTING WITH THE TABLE OF CONTENTS.**

When using abbreviations, a list of abbreviations should be arranged alphabetically.

The Project Breakdown

Title Page

The front page has to contain the title of the project, the registered name of the student and other details as illustrated in Appendix II.

Table of Contents (**page 1**)

This should list the main chapters and (sub) sections of your project.

Choose self-explanatory chapter and section titles and use **DOUBLE SPACING** for clarity. You should include page numbers indicating where each chapter begins. Try to avoid too many levels of subheading.

TABLE OF CONTENTS

List of Tables (if any)

List of Figures (if any)

List of Abbreviations (if any)

Acknowledgements (if you wish)

CHAPTER 1 … *Introduction. Purpose of Project*

CHAPTER 2 ... *Main body*

CHAPTER 3 … Conclusion

Acknowledgements / Dedication (not compulsory!)

This is conventional but…..

- Do not be tempted to make them too ornate or ‘flowery’
- It is conventional to acknowledge those who have been particularly supportive in terms of advice, access to source materials etc. but not persons who may have typed up the document (if not yourself)

Introductory paragraph

Begin with an ***attention grabber.***

The introduction should be designed to attract the reader's attention and state clearly the topic of the Project.

Let the reader know what the project is about, its **background and relevance**.

The introduction should set the scene for the project and should provide the reader with a summary of the key things to look out for. It should briefly present the contents of the project, as well as its aim and objectives. It should prepare the reader for the eventual development of the topic, and provide the reader with a summary of the basic ideas that will follow.

The last sentence of this paragraph must also include a transitional "hook" which moves the reader to the first paragraph of the body of the essay.

Main Body of Project

The main body of the Pastry and Baking Arts Project usually consists of a brief history, analysis of the main concept of the project, the nutritional value (if any) and its relationship with Pastry and Baking Arts.

The main part of the project is a creative recompilation of the material collected, and is usually developed in more chapters or units, subunits and paragraphs, all of which comprise a comprehensive entity. Furthermore, it is worth noting that the script should be presented in a clear and logical succession of ideas, so that it can be easily understood by the reader.

Conclusions and Recommendations

The conclusion brings closure to the reader, summing up your points or providing a final perspective on your topic.
All the conclusion needs is three or four strong sentences which do not need to follow any set formula. Simply review the main points (being careful not to restate them exactly) or briefly describe your feelings about the topic. Even an anecdote can end your essay in a useful way.

Recipes

Ten recipes, that are challenging and representative of the subject, should be analysed. They should be presented in the **metric system**– not in cups and ounces, and should constitute 15 – 20 mini portions.

They must also be written in the second person plural.

APPENDIX I Referencing and Bibliography

When writing your project you will need to refer **in your text** to material written or produced by others. This procedure is called **citing or quoting references**.

Failure to acknowledge your sources is likely to lead to a suspicion of PLAGIARISM – i.e. trying to pass of someone else's work as your own!!!

Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred in your bibliography. The same set of rules should be followed every time you cite a reference. At the Higher Hotel Institute, Cyprus the Harvard Referencing System is used. You can find it on the Internet.

In other words: References need to be cited in two different places.

- Firstly at the point at which a document is referred to **in the text**;
- Secondly in a list at the end of the work - **the bibliography**.

The bibliography is a list of all books and articles that have been used, **alphabetical** presented at the end of the project.

CITATION or TEXTUAL REFERENCE (in the text)

FROM BOOKS

- Carlson (1981) obtained results which...
- A recent study (Carlson 1990) ...
- Zaki (2014) stresses the importance of …
- Tull (2010) justifies the need for…
- …. as was investigated by Baker (2011)…
- Johnson (2003) claims that there are many factors ……..
- In a popular study Harvey (1992, p.556) argued that…
- Matthews and Jones (1993) have proposed that…
- For 3 authors or more: Anderson *et al* (2003) concluded that….Latin ***et al*** ("and others" **However in the bibliography all authors are cited.**
- If the work is anonymous then ''Anon.'' should be used:-
  e.g. In a recent article (Anon. 1998) it was stated that…

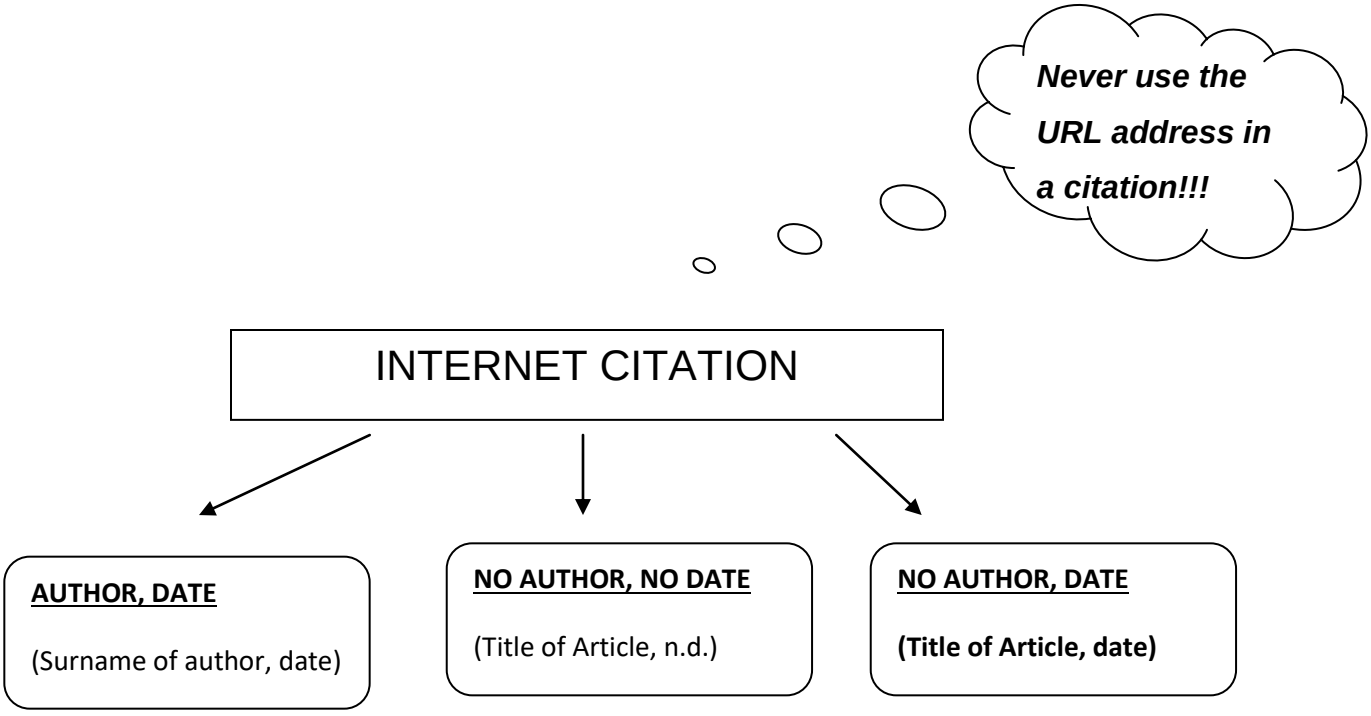
DIRECT QUOTATIONS

Brief quotations (about 30 words or less) can be included in text. **Use single quotations marks.**

- Stewart (1982, p. 6) said: 'Engineers are vital to the survival of the planet'.
- 'Engineers are vital to the survival of the planet' (Stewart 1982, p. 6).

NOTE:

Never use the URL address in a citation!!!



REFERENCE to a BOOK

Author, Initials., Year. Title of book. Edition. Place: Publisher.

Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed.
London: Open University in assoc. with Sage.

Extras to note

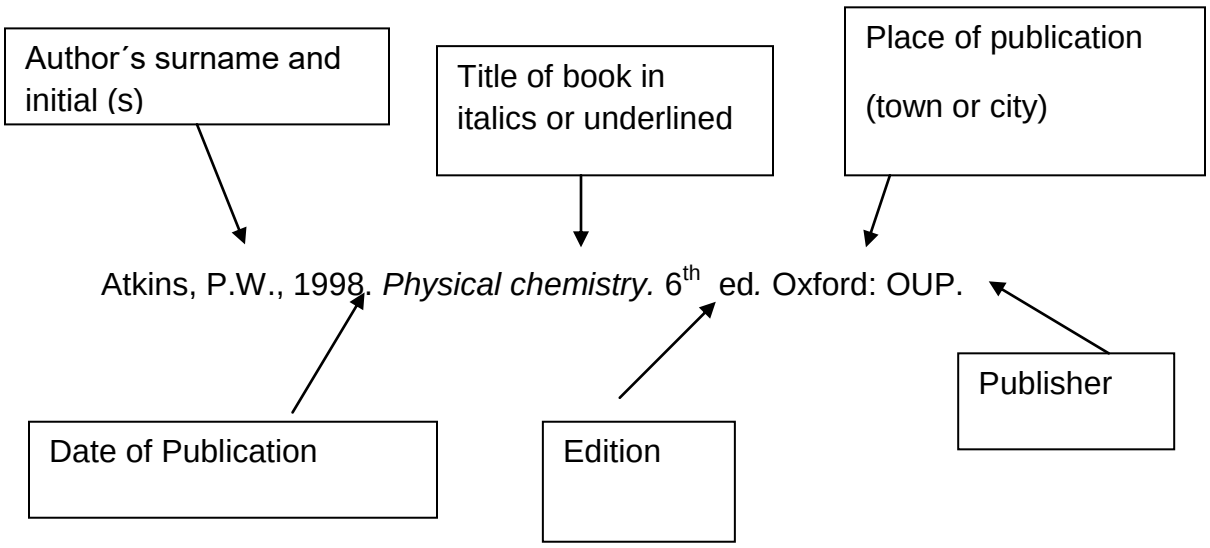
- **Author:** Surname with capital first letter and followed by a comma.
- **Initials:** In capitals with full-stop after each and comma after full-stop of last initial.
- **Year:** Publication year (not printing or impression) followed by full-stop.
- **Title:** Full title of book/thesis/dissertation in italics with capitalisation of first word and proper nouns only. Followed by full-stop unless there is a sub-title.
- **Sub-title**: Follows a colon at end of full title, no capitalisation unless proper nouns.

  Follow by full-stop.
- **Edition:** Only include this if not first edition use number followed by abbreviation ed. Include full-stop.
- **Place of publication**: Town or city and country if there may be confusion with UK place names. Follow by colon.
- **Publisher:** Company name followed by full-stop.

REFERENCE to a BOOK

The preferred order of presentation for your reference list is:

- Surname of author(s) – comma - initial(s) - full stop - comma
- Year of publication - full stop
- Title **(*italics*)** - (full stop)
- Edition (if other than the first) - (full stop)
- Place of publication (city or town) (followed by a colon **:**)
- Publisher's name - (full stop)



OTHER EXAMPLES

Author's SURNAME, INITIALS.,
Year of publication.
Title.
Edition. (if not the first) ed.
Place of publication:
Publisher.

Book with one author

Adair, J., 1988. *Effective Time Management: How to save time and spend it wisely*. London: Pan Books.

Book with two authors

McCarthy, P. and Hatcher, C., 1996. *Speaking Persuasively: Making the most of your presentations*. Sydney: Allen and Unwin.

Mercer, P.A. and Smith, G., 1993. *Private Viewdata in the UK*. 2nd ed. London: Longman.

Book with three or more authors

Fisher, R., Ury, W. and Patton, B., 1991. *Getting to Yes: Negotiating an agreement without giving in*. 2nd ed. London: Century Business.

Book – second or later edition

Barnes, R., 1995. *Successful Study for Degrees*. 2nd ed. London: Routledge.

Electronic Referencing

For websites found on the internet the required elements for a reference are:

- Author, Initials., **OR** TITLE.
- Year.
- Title of document or page. [type of medium].
- Available from: include web site address/**URL**(Uniform Resource Locator)
  N.B. the URL should be underlined
- [Accessed date].

The title of a web page is normally the main heading on the page.
It is good practice to keep a copy of the front page of any website you use

Note that the main differences between the print format and the electronic format are:

- Specification of the type of medium, in square brackets. It should almost always be [Online]
- Full specification of the URL, which indicates the type of online medium, eg. www The URL is UNDERLINED
- Specification of the date that the item was accessed, since electronic documents are often updated.

Examples:

National electronic Library for Health. 2003. *Can walking make you slimmer and healthier?* (Hitting the headlines article) [online]. (Updated 16 Jan 2005) Available from: http://www.nhs.uk.hth.walking [Accessed 10 April 2005].

Young, C., 2001. *English Heritage position statement on the Valletta Convention*. [online]. Available from: http://www.archaeol.freeuk.com/EHPostionStatement.htm [Accessed 24 Aug 2001].

Marieb, E., 2000. *Essentials of Human anatomy and Physiology: AWL Companion Web Site.*[online]. 6th edition. San Francisco, Benjamin Cummings. Available from: http://occ.awlonline.com/bookbind/pubbooks/marieb-essentials/ [Accessed 4th July 2001].

Tables, diagrams, graphs and figures

Note: tables, diagrams, graphs and figures should be referenced if they are based on another's work. The reference would normally be given after the title of the diagram or table. These references for diagrams etc. must also be included in the reference list.

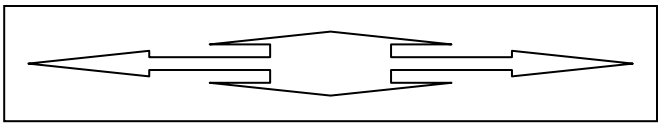


Fig. 1: An Interesting Shape (Smith 1990).

CHEATING and PLAGIARISM

Cheating and plagiarism are considered to be serious offences. One form of cheating is the falsification of data. Falsifying data is the distortion or misrepresentation of somebody else's ideas or words as one's own. Copying from books, articles or the Internet without proper referencing, citing or footnoting is plagiarism. Therefore, when using other people's writings, ideas or concepts clearly indicate who the author is through a standard referencing system. Both plagiarism and cheating are unacceptable at all times.

APPENDIX II How to Deliver a Presentaton

Presentation skills – a guide

Giving a presentation is a skill and with practice this skill can be improved upon. Most students are asked to do presentations at some time during their course; this guide should help but there is no substitute for practice.

Your presentation for the Pastry and Baking Arts **Project has to be 20 minutes long.**

The 3 Ps: Preparation, Planning, Practice

1. The first P is Preparation

Ask yourself some questions: “What do I want the audience to LEARN or DO as a result of my presentation?” That helps focus the CONTENT.

“How can I keep the audience interested?” – don’t send them to sleep through boredom. People respond better to presentations if they are both interested in the topic and involved in the presentation itself. Think about questions your audience may have about the content of the presentation – and try to answer these during your presentation.

“Do I know my subject?” – It gives you greater confidence, if you know what you’re talking about!

KISS – Keep It Straightforwardly Simple – don’t try to explain huge amounts of theory in ten minutes – you’ll get lost and confused, your audience will get bored and frustrated.

2. The second P is Planning

Any form of communication should have a structure.

Structure is important – your presentation should have a beginning, a middle and an end.

The beginning should tell your audience what you are going to tell them.

Begin positively – engage the audience!

How do you do this? Get them involved. Speak directly to your audience, use eye contact and show them that you are doing this presentation for them – that you want them to learn or do something new or better as a result of your input.

The middle bit is usually longest and can have several sections. Structure this with a logical sequence – moving from one area or topic to another using verbal and/or visual links.

Link each bit with a bridging point e.g.: “and now we’ll move on to the second issue….”

The end of your presentation should be a summary, a conclusion, a logical end to what has gone before. You could:

- Summarise – use key points, tell your audience what you have just told them – briefly
- Ask if anyone has any questions?
- Say “and now to conclude…..” or “I’ll finish off by……”
- Thank your audience

Have a clear ending NOT “and that’s it……” and shuffle off!

3. The third P is Practice

- In front of the mirror, in front of the cat, to your partner, on your own
- DO try out the PowerPoint presentation before you use it!
- Practice your Pastry and Baking Arts skills presentation!

Try to get feedback on your performance – were you speaking too fast or too slow? Were your visual aids clear? Did you move logically from one point to another? Were you interesting? Or deathly?

When you're presenting, talk like you're talking to one person who happens to have a thousand eyeballs. Don't get lost in the sea of faces, pick a person and tell them the story.

The audience wants you to succeed. This piece of advice is in every presentation guide out there — because it's true. Your audience is expecting you to rock their socks. They're expecting an A+.

A few hints and tips

- Breathe slowly – it calms you down - begin the presentation by introducing yourself, and explaining WHY you chose your topic.
- Speak UP, voice DOWN. Yes your audience wants to hear you, so speak audibly but don't shout
- Tone, pace and volume. Speaking in a monotone voice is very wearing on the audience – an instant turnoff
- The tone of your voice is important – be enthusiastic. Speak at your normal pace – too slow and the audience nods off, too fast and they don't understand a word
- Always STAND. It gives you confidence and helps with voice projection
- Be aware of your gestures – if you conduct an orchestra while you speak, your audience will be distracted
- Use a prop - but don't play with it. Holding a pen or handout is a useful way of keeping your hands occupied. BUT – if you are nervous and the handout shakes, or you keep flipping the pen top, it will detract from your presentation
- Don't keep your hands in your pockets – it looks very unprofessional

Using audio visual equipment - some useful things you can do

- Use landscape rather than portrait
- 6, 7, 8 rule – no more than six lines to an acetate, letters no less than 7mm high, no more than 8 acetates for a 10 minute presentation
- Check your spelling!
- Use a consistent format
- Stop talking when you change transparencies
- Use pictures and diagrams - a picture is worth a thousand words…

Don't

- Put more than one idea onto an acetate
- Write too much on the acetate, - keep it short and in point form
- Write right up to the edge - leave a margin
- Point at the screen
- Use too much colour
- Fidget
- Use humour unless you know your audience well

Summary

- Prepare - thoroughly
- Plan - in detail
- Practice - lots
- Beginning, middle and end - each bit is important
- Use pictures, charts, graphs and diagrams - but only if they back up, or add value to your presentation

APPENDIX III Title Page

Higher Hotel Institute, Cyprus

Culinary Arts Programme III

Title of Pastry and Baking Arts Project

By

Student's Name

Year

APPENDIX IV Student and Tutor Meetings Form

🕓 Tutor copy and Student copy to be completed and initialled at each meeting...

Date of Meeting	Discussed	Action agreed for next meeting	Tutor Initials	Student Initials
..../..../....			.....	.....
..../..../....			.....	.....
..../..../...			.....	.....
..../..../....			.....	.....
..../..../....			.....	.....
..../..../...			.....	.....
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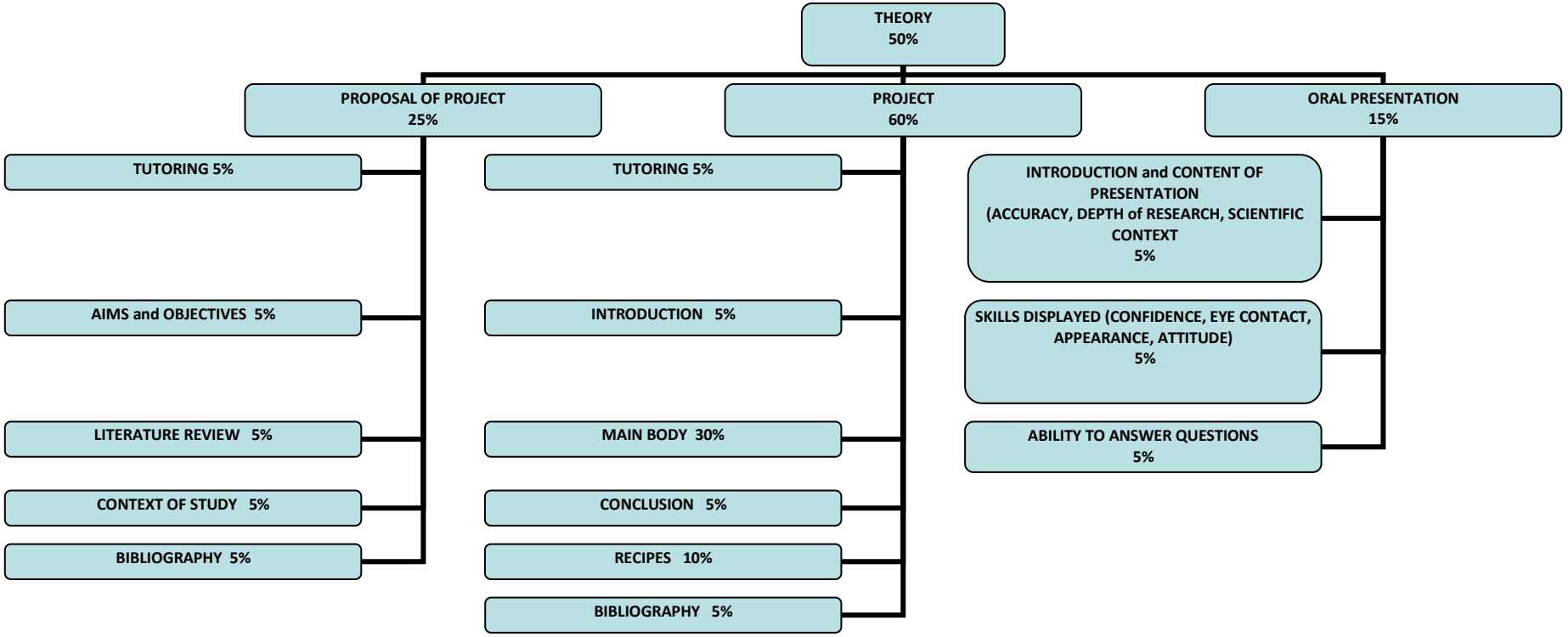
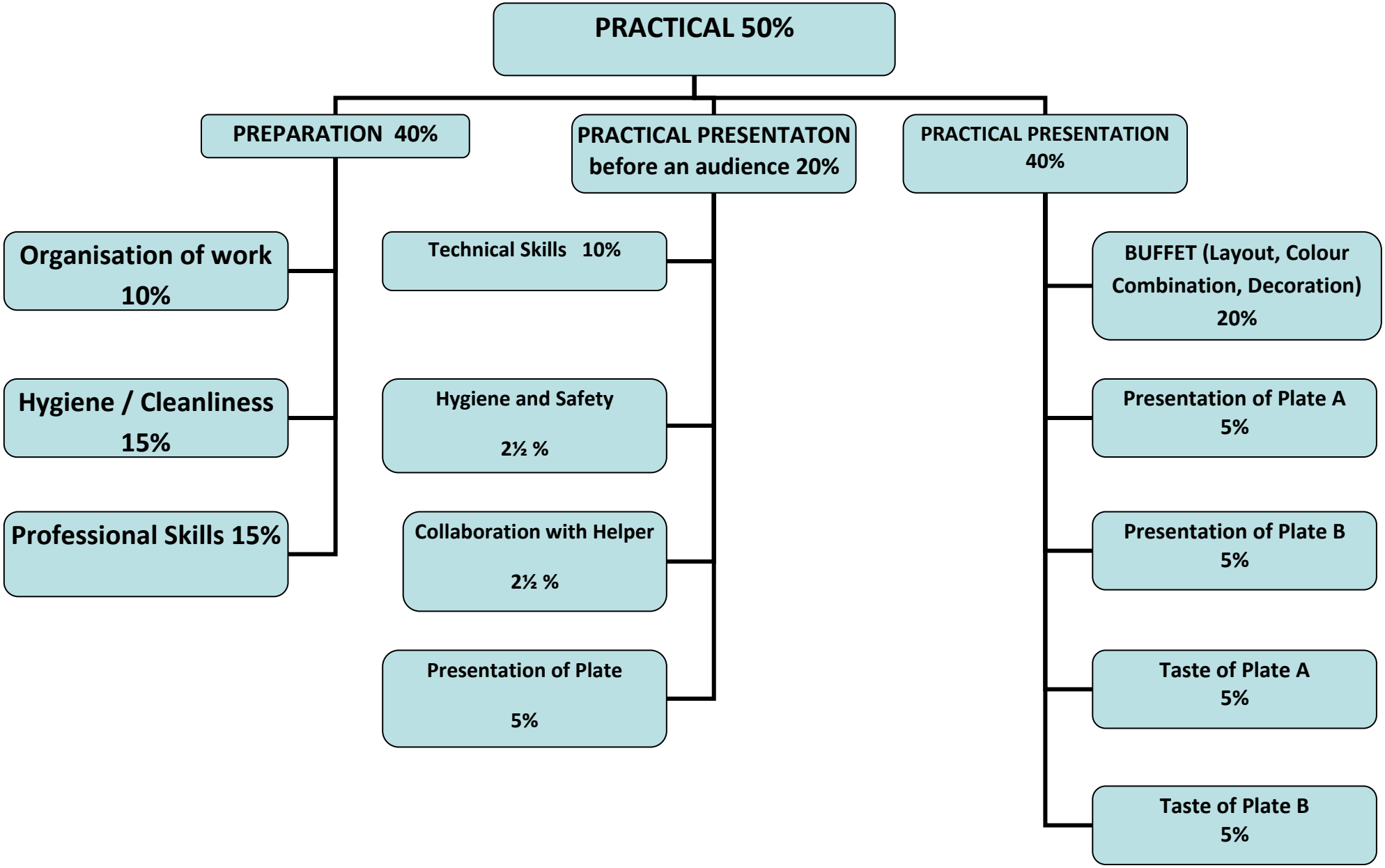
APPENDIX V Allocation of Marks




PRACTICAL 50%
PREPARATION 40%
PRACTICAL PRESENTATON before an audience 20%
PRACTICAL PRESENTATION 40%
Organisation of work 10%
Hygiene / Cleanliness 15%
Professional Skills 15%
Technical Skills 10%
Hygiene and Safety 2½ %
Collaboration with Helper 2½ %
Presentation of Plate 5%
BUFFET (Layout, Colour Combination, Decoration) 20%
Presentation of Plate A 5%
Presentation of Plate B 5%
Taste of Plate A 5%
Taste of Plate B 5%

APPENDIX VI Form for the Submission of Title Page

HIGHER HOTEL INSTITUTE CYPRUS

PASTRY AND BAKING ARTS PROJECT

(CAPM 322)

PROPOSED WORKING TITLE: **PASTRY AND BAKING ARTS PROJECT**	

STUDENT DETAILS

NAME	
SURNAME:	
TEL.:	
E- MAIL ADDRESS :	
PROGRAMME OF STUDY:	
CLASS:	

SIGNATURE **DATE**

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