

_____ Name _____ Date _____

Use this checklist to ensure that the final PowerPoint presentation is complete and correct. The checklist is similar to the rubric by which presentations will be graded.

CATEGORY	RESPONSIBILITIES
Content	<ul style="list-style-type: none">✓ The information we gave was interesting or important to others.✓ We were well informed about our topic.✓ We included reliable, factual information.✓ We added supportive detail to the main point(s).✓ We utilized my prior projects for support.
Organization	<ul style="list-style-type: none">✓ We organized ideas in a logical way.✓ The information and arguments/details were easy to understand.✓ We stayed focused and did not get off the topic.✓ The introduction included a clear statement of the main point(s).✓ The body of the presentation contained supportive details about the main point(s).✓ We included a strong conclusion was present.
Visual Aids And Technology Use	<ul style="list-style-type: none">✓ Pictures and graphics improved the presentation or reinforced main points.✓ Pictures, graphics and their placement were creative.✓ Presentation was attractive.✓ Letters and fonts were easily viewed and read by the entire audience.✓ Slides contained no spelling or grammatical errors.
Delivery	<ul style="list-style-type: none">✓ We maintained eye-contact most of the time.✓ We spoke to the entire audience, not just one or two people and everyone could hear us.✓ We didn't speak too fast or too slow.✓ We used standard grammar.✓ We used my notes but I did not read directly from them.
Resources	<ul style="list-style-type: none">✓ We used resources that addressed the topic.✓ We used authentic print resources.✓ We used interviews with others as a resource.✓ We used our own words in the speech; we didn't copy all the words.