Power Point Presentation Title _____**Date:** _____

Group members:_____

CATEGORY	RESPONSIBILITIES

Content

- ☐ 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

- ☐ 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

- ☐ 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

- ☐ 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

- ☐ 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.