Slides: Content

Criteria	Excellent	Good	Acceptable	Min Proficient	Poor	Unacceptable
Title Slide Properly Introduces the Presentation						
= Prog Title = Attention Grabber = Name						
Ouline Slide Provides A Logical Overview Of The Presentation						
= Errors = Missing slide						
Body Slides Text / Word Content						
= Lacks depth = Errors = Off topic						
= Too Wordy = Unacceptable = Poor Layout						
= Lacks clear organization of discussion						
Supporting Images						
= lacks minimum quantity = inappropriate						
Logical sequence of discussion						
= lacks some = lacks too much						
Audience Needs Are Met						
= some not met = minimal = most not met						
Closing Slide Creates A Proper Closing To The Presentation						
= Not a closing slide (not Q&A) = Missing slide						
= Missing "clincher" / reaction = Missing name						
Blank slide						
References: appropriate sources were selected						
= inappropriate sources = too simplistic						
= lacks minimum quantity of articles = too Encyclopedic						
References: APA writing style						
= Author format = Missing Date = Date Format						
= Missing title = Caps in title = Periodical missing						
= "Retrieved from" = missing URL or name of database						

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Slides: Structure

Criteria	Excellent	Good	Acceptable	Min Proficient	Poor	Unacceptable	Points
Background Image Use Design /							
= Missing = Inappropriate = Background							/ 3
Slide Transition							
= Inappropriate transition style = Missing							
= Inappropriate type of start ("On Click" for live oral)							/ 3
Title Bar							
= missing = min of 2 = inappropriate							
= Setup in the Master Slide							/ 4
Font							
= Stand out against background = min of 24 pt							
= At least 2 differences between title and body text							/ 4
Animation							
= Title slide: all animation on the first click							
= Slide Title text: animated "after" at start of slide							
= Body Text: animate "on click" by item / dim except last							
= Images: appropriate animation & timing							
= Sufficient advanced animation techniques.							
= No Fly In Over/Under other objects (NFOU)							
= other:							/16

Oral Presentation

Criteria	Excellent	Good	Acceptable	Min Proficient	Poor	Unacceptable
Eye Contact - Ability to hold audience's attention						
= looks too much at screen or monitor						
= reads from notes (unacceptable)						
= lacked good eye contact						
= seldom looked at the audience. (Poor or unacceptable)						
Body Language - Engages the audience / makes them feel comfortable						
= distractive = too rigid = fidgety						
= hands in pocket = hands on arm = hands on back						
= sway = not straight = not face audience						
= bob up & down = poor use of mouse						
Enthusiasm and Pace that holds the audience's attention						
= lacks enthusiasm = pace too slow = jerky / not smooth						
Voice - Appropriate volume, variety, and emphasis						
= too soft = lacks emphasis = too monotone						
Proper Professional Dress						
= unprofessional = too casual						
= shirt not tucked in = male missing tie **NO**						
= too much skin = too short						
Language Skills That Hold Audience's Attention						
= errors in grammar = distracting phrases = overuse of "umm"						
= limited vocabulary = does not hold audience's attention						
Diction and Enunciation						
= Errors in pronunciation [] minor [] major						
= Audience is unable to understand phrases that were spoken						
Oral Introduction that engages the audience						
= missing name = missing "attention grabber"						
= missing title = weak attempt to engage the audience						
Oral Discussion of the Topic						
= lacks depth = errors = off topic						
= too wordy = unacceptable = read from notes						
Flow of the oral discussion made it easy for audience to follow						
= lacks a logical flow of the discussion = Too jerky						
= lacked smooth transistion from point to point						
Oral Closing to the presentation - audience knows what is expected						
= not Q&A = not "That's It" = not "The End"						
= Missing "clincher"/ audience reaction = weak closing						
= Does not engage the audience into action						
= presentation must stop on the closing slide						
Preparation						
= _____ - did not stay within the time limit of ___min - ___min						
= do not read from paper notes						

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Score Summary

Slides Content / 60

Slides Structure / 30

Oral Presentation / 50

Total /140