

### Student Presentation Checklist

STUDENT NAME: \_\_\_\_\_ CLASS PERIOD: \_\_\_\_\_

<b>CONTENT</b> (double weighted)	<ul style="list-style-type: none"> <li>-relevant and focused with unnecessary details avoided</li> <li>-all areas under topic covered and also VERY well-developed with detail and elaboration</li> <li>-did not read slides (content came from script)</li> <li>-able to answer questions from audience on topics that should have been covered in presentation</li> </ul>	<div>4      3      2      1</div> <p><i>Comments:</i></p>
<b>VOLUME/ PACING</b>	<ul style="list-style-type: none"> <li>- talking tone and not a reading tone</li> <li>-loud and clear</li> <li>-appropriate pace (not too slow and not too fast)</li> <li>-easy to understand</li> <li>-inflection used and used appropriately</li> <li>-spoke with interest and passion about topic</li> </ul>	<div>4      3      2      1</div> <p><i>Comments:</i></p>
<b>POISE/ EYE CONTACT</b>	<ul style="list-style-type: none"> <li>-professional</li> <li>-script and/or iPad not held up in front of speaker's face or anywhere distracting</li> <li>-student looks at audience often throughout the entire presentation</li> <li>-facing FORWARD and facing audience and not the screen, the side of the room, etc.</li> <li>-took presentation seriously</li> </ul>	<div>4      3      2      1</div> <p><i>Comments:</i></p>
<b>ORGANIZATION/ PREPARATION</b>	<ul style="list-style-type: none"> <li>-logical order of presentation</li> <li>-able to pronounce all words fairly well</li> <li>-evidence script was rehearsed and student is ready to present</li> <li>-present as a reputable source</li> <li>-always on task when working in class</li> </ul>	<div>4      3      2      1</div> <p><i>Comments:</i></p>

<b>CUPS</b>	<ul style="list-style-type: none"> <li>-grammar flawless</li> <li>-spelling accurate</li> <li>-punctuation where needed and accurate</li> <li>-capitalization where needed and accurate</li> </ul>	<p>4      3      2      1</p> <p><b>Comments:</b></p>
<b>SLIDES</b>	<ul style="list-style-type: none"> <li>-simple in style</li> <li>-slides are divided in an organized and logical manner</li> <li>-no distracting images, transitions, colors, fonts, etc.</li> <li>-VERY MINIMAL amount of words on slides and majority is photos</li> <li>-at least one image on each slide and no more than four per slide</li> <li>-majority of slides have photos and not text</li> <li>-appropriate formatting for topic</li> <li>-easy to see and read from all areas of the room</li> </ul>	<p>4      3      2      1</p> <p><b>Comments:</b></p>
<b>MLA requirements</b>	<ul style="list-style-type: none"> <li>-in-text citations noted on all slides and in the proper format</li> <li>-no periods after in text citations</li> </ul>	<p>4      3      2      1</p> <p><b>Comments:</b></p>
<b>Glows (what is the presenter doing well?)</b>		

Personal Reflection

Name \_\_\_\_\_

Class Period \_\_\_\_\_

According to the rubric your peers filled out on you, what are a few things you need to work on when presenting?	
What will you do to improve on these things?	
According to the rubric your peers filled out on you, what are a few things you did very well?	
Did this surprise you? Why or why not?	
Do you feel your group gave you constructive feedback that allowed you to improve your presentation? If yes, how did they accomplish this? If no, how could they have helped you better?	
Reflect on today's lesson. How do you feel practicing to present, and receiving feedback on the quality of your work helps to prepare you for a career/job?	

Group Reflection

Name \_\_\_\_\_

Class Period \_\_\_\_\_

<p>Were you a productive member of your group today? If yes, explain how you were. If no, what can you do to ensure your group can count on you to do your part?</p>	
<p>Who in the group acts as a leader? Do you feel they do this well? Is yes, explain why? If no, what can they do to better fill this role?</p> <p>(remember to give constructive feedback! Do not bash the person, but be critical on how they did)</p>	
<p>Did your group have any problems today? If no, why not? What does your group do to ensure it functions well together?</p> <p>If yes, how did you fix these problems? If you did not fix them, brainstorm why the problem is occurring and then come up with a strategy on how to fix it.</p>	
<p>Do you feel all members in your group are doing their part/fair share? If yes, explain how. If no, explain who is either doing too much and how to fix it or explain who is doing too little and what your group can do to fix it.</p>	

<p>Do you feel your group was able to give presenters constructive feedback that allowed them to make improvements on their presentation? If yes, how did they accomplish this? If no, how could the group get better at giving constructive feedback?</p>	
<p>Reflect on today's lesson. How do you feel giving feedback on the quality of someone else's work and working with a group to improve your presentation helps to prepare you for a career/job?</p>	