

Presentation Checklist:

	1 pt	2 pts	3 pts	4pts
	Below Standard	Approaching Standard	At Standard	Above Standard ✓
Explanation of Ideas & Information	<ul style="list-style-type: none"> ▶ uses inappropriate facts and irrelevant details to support main ideas 	<ul style="list-style-type: none"> ▶ chooses some facts and details that support main ideas, but there may not be enough, or some are irrelevant 	<ul style="list-style-type: none"> ▶ chooses appropriate facts and relevant, descriptive details to support main ideas and themes 	
Organization	<ul style="list-style-type: none"> ▶ does not include everything required in presentation ▶ presents ideas in an order that does not make sense ▶ does not plan timing of presentation well; it is too short or too long 	<ul style="list-style-type: none"> ▶ includes almost everything required in presentation ▶ tries to present ideas in an order, but it doesn't always make sense ▶ presents for the right length of time, but some parts may be too short or too long 	<ul style="list-style-type: none"> ▶ includes everything required in presentation ▶ presents ideas in an order that makes sense ▶ organizes time well; no part of the presentation is rushed, too short or too long 	
Eyes & Body	<ul style="list-style-type: none"> ▶ does not look at audience; reads notes ▶ fidgets or slouches a lot 	<ul style="list-style-type: none"> ▶ makes some eye contact, but reads notes or slides most of the time ▶ fidgets or slouches a little 	<ul style="list-style-type: none"> ▶ keeps eye contact with audience most of the time; only glances at notes or slides ▶ has a confident posture 	
Voice	<ul style="list-style-type: none"> ▶ speaks too quietly or not clearly ▶ does not speak appropriately for the situation (may be too informal or use slang) 	<ul style="list-style-type: none"> ▶ speaks loudly and clearly most of the time ▶ speaks appropriately for the situation most of the time 	<ul style="list-style-type: none"> ▶ speaks loudly and clearly ▶ speaks appropriately for the situation, using formal English when appropriate 	
Presentation Aids	<ul style="list-style-type: none"> ▶ does not use audio/visual aids or media ▶ uses inappropriate or distracting audio/visual aids or media 	<ul style="list-style-type: none"> ▶ uses audio/visual aids or media, but they sometimes distract from the presentation, or do not add to ideas and themes 	<ul style="list-style-type: none"> ▶ uses well-produced audio/visual aids or media to add to main ideas and themes 	
Response to Audience Questions	<ul style="list-style-type: none"> ▶ does not answer audience questions 	<ul style="list-style-type: none"> ▶ answers some audience questions, but not clearly or completely 	<ul style="list-style-type: none"> ▶ answers audience questions clearly and completely 	
Participation in Team Presentations	<ul style="list-style-type: none"> ▶ Not all team members participate; only one or two speak 	<ul style="list-style-type: none"> ▶ All team members participate, but not equally 	<ul style="list-style-type: none"> ▶ All team members participate for about the same length of time, and are able to answer questions 	