

Power Point Presentation Guidelines Assessment Sheet

(Mr. Aroune)

Group Members: _____

Group Topic: _____

Grading: The grading for this project will be based on a scale of (1 – 5), 1 being poor, 5 being excellent. Each category is weighed differently, content and clarity of information being weighed the most, while personal appearance and articulation are weighed the least.

Percent	Category	Description	Grade
10 %	Accuracy	Properly addresses the question	1 2 3 4 5
		The text is written with no errors in grammar, capitalization, punctuation, and spelling	
Comments:			
30 %	Content	Shows and understanding of the materials	1 2 3 4 5
		Uses correct and appropriate content.	
		Enough information given to understand topic	
		Did not exclude any important information or include any unnecessary information	
Comments:			
10%	Organization	Long enough to adequately cover the material	1 2 3 4 5
		The introduction presents the overall topic and draws the audience into the presentation with compelling questions	
		Logical progression of slides	
		Supporting facts	
		Outline form available and appropriate	
Comments:			
10 %	Personal Appearance	Prepared to present in front of people.	1 2 3 4 5
		Properly attired to present in a knowledgeable and professional manner.	
Comments:			

10 %	Voice / Tone	Good voice volume.		1 2 3 4 5
		Good eye contact		
		All presenters knew the information and progressed smoothly through the presentation. Diction and voice level engaged the audience in the presentation		
Comments:				
10 %	Screen	The fonts are easy-to-read and point size varies appropriately for headings and text.		1 2 3 4 5
		The background and colors enhance the readability of text.		
		Did not include any unnecessary graphics		
		Text is appropriate in length for the target audience and to the point		
		The layout is aesthetically pleasing and contributes to the overall message with appropriate use of headings and subheadings and white space.		
		There is a consistent visual theme.		
Comments:				
10 %	Group Collaboration	Effectively works within the groups goals.		1 2 3 4 5
		Positively contributes to the groups objectives		
		Participates in each part of the presentation		
		Does their "fair share" in presenting the material		
Comments:				
10 %	Hands-on-activities	Included class in the learning process		1 2 3 4 5
		Did more than lecture to the class		
Comments:				

Power Point Presentation Guidelines

Assessment Sheet

(Mr. Aroune)

1. Focus on your content. Make sure your presentation shows evidence of solid research and your own high-level thought.
2. Know your message. What is the essential question? Or, what is your thesis (message)?
3. Spelling errors look even worse when projected! Proofread like crazy.
4. Respect copyright by citing every piece of borrowed text as well as every piece of media you use, other than copyright-free clip art. Your **final** slide **must** be a **bibliography slide**—this gives recognition concerning which sources, sites, books, etc. your group used and extracted (gathered) information from in order to make your persuasive power point.
5. All text within your power point presentation **must be type in black**. Use a single sans-serif font for most of the presentation. Use different colors, sizes and styles (bold, underline) for impact. Use a legible font such as Arial or Helvetica. Avoid serif fonts such as Times New Roman or Palatino as they are sometimes more difficult to read.
6. Use no font size smaller than 44 point. All **bullets** should be readable from the back of the room.
7. Clearly label each screen. Use a larger font (35-45 points) or different color for the title.
8. No more than 6-8 words per line
9. For bullet points, use the 6 x 6 Rule. One thought per line with no more than 6 words per line and no more than 6 lines per slide
10. Use dark text on light background or light text on dark background. However, dark backgrounds sometimes make it difficult for some people to read the text.
11. Do not use all caps except for titles.
12. To test the font, stand back six feet from the monitor and see if you can read the slide.
13. Keep the background consistent and subtle. Use only enough text when using charts or graphs to explain clearly label the graphic. The graphics should relate to and enhance the topic of the slide.
14. Try to use the same style graphics throughout the presentation (e.g. cartoon, photographs) Limit the number of graphics on each slide. Avoid flashy graphics and noisy animation effects unless they relate directly to the slide.
15. Limit the number of transitions used. It is often better to use only one so the audience knows what to expect.

16. Limit the number of colors on a single screen. Bright colors make small objects and thin lines stand out. However, some vibrant colors are difficult to read when projected. Use no more than four colors on one chart.
17. Practice the presentation so you can speak from bullet points. The text should be a cue for the presenter rather than a message for the viewer.
18. Give a brief overview at the start. Then present the information. Finally review important points.
19. It is often more effective to have bulleted points appear one at a time so the audience listens to the presenter rather than reading the screen.
20. Power point is more powerful in the hands of a powerful presenter. Practice! Rehearse in front of family members, friends, or even a mirror. Speak clearly and slowly (it's not a race). Having index cards to read from will make a better presentation than reading off of the screen/slide, but don't read straight from your notes. Have some eye contact with your audience. The audience can read your slide, while listening to your oral presentation. Furthermore, this allows you to face the audience, pause and *add further detail* where you feel it would be helpful.