PRESENTATION CHECKLIST / ENG101 HW 10

(available at <http://newclassroom.com/presenterchecklist.docx>

\_\_\_ My goal of this presentation is to get across\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Graphics/multimedia**:** Have you included charts, tables, artwork, or audio/video clips that make your presentation more interesting and help illustrate key data?

**\_\_\_\_** Consistent formatting**:** Have you used the same fonts and formats for common elements or done more than 2 fonts

\_\_\_Are the case and punctuation consistent (e.g., no random capitalization or arbitrary periods after titles or phrases  
Suggestion: **Use a sans serif font for body text.** Sans serifs like Arial, Helvetica, or Calibri tend to be the easiest to read on screens  
Suggestion: Put dark text on a light background

**EXAMPLES:**<https://business.tutsplus.com/articles/best-powerpoint-slideshare-presentation-examples--cms-29365>

Choose 1 powerpoint you like. Choose 1 powerpoint you hated.

|  |  |  |
| --- | --- | --- |
| \_\_ Color scheme ok? | Words serve as cues for talking & not sentences? | \_\_Enough space or items crammed |
| \_\_information flows well? | \_\_ grammatical errors? | \_\_Works Cited? |
| \_\_ Is there a clear tie in w/topic? | \_\_ too long? Too short? |  |
| \_\_ Did I talk too fast? | \_\_Questions asked near end? | \_\_ Great cover image? |
|  |  |  |
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