

Presentations Guidelines & Rubric

This presentation has several purposes:

- 1) To refine our PowerPoint skills & expand on them
- 2) To expand on a topic related to the Earth, Moon, and Stars
- 3) To get feedback from your peers

Content

- Title slide: The first slide should show the title of your project, your name(s), and date.
- Introduction slide: This should have the information you are including in your presentation (outline).
- Content Slides (minimum of 8): highlights your topic and includes pictures, animation, sounds, title on each slide, and bulleted information.
- Conclusion Slide: You should have a concluding slide where you wrap things up for us
- References Slide: List all the books and websites you used for the presentation

General Guidelines:

- Presentations should not contain full paragraphs of text.
- Use a bulleted list and then elaborate on the points as you present.
- Every slide should contain a title that summarizes the information presented on the slide.
- Text that is projected on a screen should be easy to read and in a color that appears well with your background.
- Use large fonts, but not too large. Small fonts are hard to read.
- Don't put more than a few lines of text on a slide.
- Avoid busy backgrounds that will make the text hard to read.
- Keep the background simple and the **same throughout the presentation**
- AVOID ALL CAPS! All caps look like you're shouting.
- Include a good combination of words, pictures, sounds, animations, and graphics. Variety keeps the presentation interesting.
- Do not overdue it!!!
- Focus on knowing the material you are presenting.
- Don't talk to the screen; maintain eye contact with the audience.
- Speak loudly and articulate

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<i>SCIENCE POWER POINT RUBRIC</i>		Name/s:			Score
Topic					
<i>Category</i>	<i>2.5 Beginning</i>	<i>3.0 Developing</i>	<i>3.5 Proficient</i>	<i>4.0 Exemplary</i>	<i>Points</i>
Presenting	Slides are read like a written paper.	Slides are read like note cards.	Slides aid presenter's development of topic nicely	Slides enhance, support and expand presenter's topic	
Use of Graphics	Picture has no direct connection to topic and does not enhance student understanding of the slide/topic	Pictures relate to the topic but do not add to student understanding of the slide/topic	Pictures relate to the project topic and most add to student understanding of topic/topic	Pictures relate to the topic and all add to student understanding of the slide/topic	
Overall Content (required slides)	Content area/s missing or not covered	Content area/s not covered thoroughly	Content area/s touched upon, could use more depth	Content area/s covered thoroughly	
Individual Topic Coverage	Includes little information and one or two facts	Includes some information and two or three facts	Includes information with some elaboration (through presenting) to provide understanding of topic	Covers topic completely and in depth. Goes beyond project requirements but maintains interest.	
Overall Appearance, Conventions	Good quality but basic design. Numerous grammar and spelling errors; ineffective vocabulary. Hard for audience to read slides	Some creativity in design. Some grammatical and/or spelling errors; ordinary vocabulary. Most slides OK for audience viewing	Shows creativity and quality effort. Few grammatical and/or spelling errors; grade level vocabulary. All slides work for audience viewing	Advanced creativity and design. None or minimal grammatical and/or spelling errors; strong vocabulary. Audience viewing exceptional	
Total Points (20 possible)					

NOTE: The emphasis in PowerPoint Presentation design is in creating an effective presentation **tool** that enhances the Oral Presentation. The excessive use of PowerPoint “whistles and bells” and/or simply reading the text from a slide does **NOT** constitute an effective use of PowerPoint.

