Biography Project Checklist

_____You have an interesting and effective introduction

_____The report is engaging and focuses on the unique qualities and accomplishments of your subject. In other words: the audience has learned something and is interested!

_____You are well-prepared and well-rehearsed.

_____You know your stuff. There is no reading from the PowerPoint or paper; Student demonstrates a clear understanding of subject. The student varies the volume and pace of speech; there is no mumbling, and everyone in the room can hear.

_____The presentation is not monotonous. Student selected appropriate vocabulary.

_____ Your slides include simplified information (i.e., in bullet form) vs. entire paragraphs or sentences. You rely on hyour speech to "fill in the blanks." In other words, main ideas are included in presentation and minor (but important) information is included orally.

_____Graphics help clarify understanding and appreciation for the subject.

_____You use media to enhance subject. The presentation contains at least one graphic per slide, most of which do not rely heavily on ClipArt. Graphics and animations have been used to attract and maintain audience's attention as well as enhance subject matter.

_____Graphics and animation are chosen logically to support topic. In other words, there is a clear purpose for each graphic. Graphics are also varied and appropriate.

_____Ideas are effectively presented using sensible organization.

_____Audience is able to follow the sequence of ideas because they flow into one another logically (transitions)

_____Your slideshow has logically ordered content slides (which include an introductory and conclusion slide) + a title slide + bibliography. _____ You have at least 25 slides in your presentation.

_____You have provided a bibliography at the end of the presentation that follows the proper MLA format for all informational texts. (Bedford Bibliographer does this.)

_____For images you have provided a citations slide in the following format: Description or title of image. [Online Image] Available http://address/filename, date of document or download.

_____ Your presentation shows clear evidence of preplanning and research. Facts are accurate.

_____ It is evident that a lot of time and effort went into the creation of this presentation.

_____ Presentation matches your note cards. The content is thorough and the text is error free.