

Name:

Date:

Class:

## PowerPoint Presentation Rubric

	4	3	2	1
Effectiveness	Presentation includes all material needed to gain a comfortable understanding of the trebuchet design process.	Presentation includes most material needed to gain a comfortable understanding of the trebuchet design process but is lacking one or two key elements.	Presentation includes most material needed to gain a comfortable understanding of the trebuchet design process but is missing more than two key elements.	Presentation includes some material needed to gain a comfortable understanding of the trebuchet design process but is lacking several key elements and has inaccuracies.
Sequencing of Information	Information is organized in a clear, logical way. It is easy to anticipate the type of material that might be on the next slide.	Most information is organized in a clear, logical way. One slide or item of information seems out of place.	Some information is logically sequenced. An occasional slide or item of information seems out of place	There is no clear plan for the organization of information.
Slide Transitions	Transitions are smooth and interesting. Transitions enhance the presentation.	Smooth transitions are used on most slides.	Smooth transitions are used on some slides.	Very few transitions are used and/or they distract from the presentation.
Mechanics	Presentation has no misspellings or grammatical errors.	Presentation has 1-2 misspellings, but no grammatical errors.	Presentation has 1-2 grammatical errors but no misspellings.	Presentation has more than 2 grammatical and/or spelling errors.
Use of Graphics	All graphics are attractive (size and colors) and support the theme/content of the presentation.	A few graphics are not attractive, but all support the theme/content of the presentation.	All graphics are attractive, but a few do not seem to support the theme/content of the presentation.	Several graphics are unattractive AND detract from the content of the presentation.

### Questions to be addressed

- Did you add information to each slide to enhance your presentation instead of designing your slides to be read?
- Did you practice your presentation several times?

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- Are you prepared to walk around and maintain eye contact?
- Did you experiment with different fonts? Remember that some fonts are difficult to read and/or some fonts can detract from the presentation.
- Is all your text large, bold, and easy to read?
- Does your presentation flow and is it easy to read from the back of the room?
- Have you taken a close look at every sentence or phrase to be sure that it can't be condensed into a word or phrase that you can verbally add information to?
- Does your presentation stand out and seem professional?
- Do you have reference notes?
- Have you determined which team member will discuss specific slides?
- Have you identified which team member will answer questions on specific topics?
- Are you happy with your presentation?
- Have you discussed any remaining questions with the instructor?