

Use this checklist to ensure that your final Multimedia presentation is complete and correct.

The checklist is similar to the grading rubric.

CATEGORY

Content

- We included all the information listed on the assignment sheet.
- We included reliable, factual information.
- We used only Spanish.

Organization

- We organized ideas in a logical way.
- The information was easy to understand.
- We stayed focused and did not get off the topic.
- The introduction included a clear statement of the main point(s).
- We have a closing statement/slide.

Visual Aids and Technology Use

- Pictures and graphics improved the presentation or reinforced main points.
- Pictures, graphics and their placement were creative.
- Presentation was attractive.
- There were no spelling or grammatical errors.
- Transitions were used to establish flow.

Resources

- We used resources that addressed the topic.
- We used authentic print resources.
- We cited the web pages we used to create our presentation.

Helpful links:

<http://www.free-power-point-templates.com/articles/closing-remarks-for-presentations/>

<https://www.americanexpress.com/us/small-business/openforum/articles/hook-presentation-audience-30-seconds/>

<http://www.lwsd.org/Students/6-12-Research-Homework/Pages/Creating-Presentations.aspx>

Teamwork Rubric for Team member evaluation:

Team member: _____ Points: _____

Team member: _____ Points: _____

Team member: _____ Points: _____

CATEGORY	Exemplary	Partially Proficient	Unsatisfactory	POINTS
Focus on the Task and Participation	10 points	5 points	0 points	____/10
	Consistently stays focused on the task and what needs to be done. Very self-directed. Does not need teacher's help. Other group members can count on this person.	Gets distracted. Other group members must sometimes remind this person to keep on task.	Rarely focuses on the task and what needs to be done. Lets others do the work.	
	A true team member who contributes a lot of effort, and encourages and supports the efforts of others in the group.	A group member who has trouble staying focused but eventually gets the job done. Copies most of the work.	Sometimes chooses not to participate and does not complete assigned tasks. Leaves blanks.	
Listening, Questioning and Discussing	10 points	5 points	0 points	____/10
	Respectfully listens, interacts, discusses and poses questions to all members of the team during discussions and helps direct the group in reaching agreement.	Has some difficulty respectfully listening and discussing. Is not engaged. Gets distracted.	Has great difficulty listening, argues with teammates, and is unwilling to consider other opinions. Stops group from reaching agreement or getting work done.	
Problem-Solving	10 points	5 points	0 points	____/10
	Actively looks for and suggests solutions to problems.	Does not suggest or refine solutions, but is willing to try out solutions suggested by others. Copies work.	Does not try to solve problems or help others solve problems.	

Comments:
