STUDENT:
DEMONSTRATION TOPIC:
DATE:

Your final score:
Handout (10%) Your score:

Did handout include:
(A) your name(s);
(B) the title of your presentation;
(C) the date you delivered your presentation;
**(D) objectives: at least two questions your audience should have answered after attending your presentation;
(E) text supporting your demonstration (e.g., an outline of important points related to your presentation)
(F) text should replicate examples used in demo
(G) Mechanics:
   (1) Punctuation
   (2) Citation Style
   (3) Word usage
   (4) Grammar
   (5) Spelling
   (6) Word choice
   (7) White space
(H) Originality
(I) Distribution of PCL documents (if available)

General comments on handout:

Presentation: Content and Delivery (15%) Your score:

Comments on Content and Delivery:
General Comment on Content
(A) Coverage of content: good selection of information to present

Introduction
(B) Introduce speaker(s)
(C) Identify objectives/purpose of presentation
(D) State topic clearly
(E) Provide a preview for what is to come
(F) Define terms
(G) Direct audience to handout
(H) Motivate listeners
(I) Gain attention
   Focus attention
(J) Provide a transition to the body of the transition
(K) Equal distribution of effort for teams
(L) Use of `walk through' instructions.
(M) Transitions between speakers
(N) Handling of questions

**Delivery**

(A) Conversational style
(B) Eye contact
(C) Pacing
(D) Vocal delivery
(E) Disfluencies: especially ums and ahs
   10 or fewer: no deduction
   11 - 20: -1/8
   21 - 30: -1/4
   31 - 40: -3/8
   41 - 50: -1/2
   etc.
(F) See checklist for lecture delivery and student contract.

**Note also:**

1. Lighting in room.
2. See that all members in audience have handouts.
3. Speak to audience, not screen. Cue each other with nonverbal clues or short, audible clues.
4. Decide in advance how to handle questions from audience.
5. Tie-in to other demonstrations scheduled that day.
6. Flexibility.
7. Watch use of jargon; seek to explain terms so audience (beginner) can understand.

(F) **Timing:**

(G) Incorporation of Presentation Software or HTML

1. Do not project a blank screen.
2. Practice positioning screen before audience arrives.
3. View projection from back of the room. Is all text visible?
4. Consider transitions.
5. Take care so images are projected within the screen.
6. Have a pointer available to direct audience to relevant points on overhead.
7. Make sure the audience can see the pointer.
8. Move the pointer with deliberate, smooth movements.
9. Speak to your audience rather than to the projected image on the screen.
10. Do not follow a strict reading of the content on your presentation.
11. Leave screens on long enough for people to follow content.
(12) Number slides.
(H) Originality
(I) Design elements
   (1) Horizontal/rectangular format
   (2) Readable letter style
   (3) Capital letters for short titles/labels
   (4) Mixed case letters for longer titles/labels
   (5) Appropriate width between letters/words
   (6) One concept per slide
   (7) 12-25 words maximum
   (8) Punctuation
   (9) Word usage
   (10) Grammar
   (11) Spelling
   (12) Word choice
   (13) White space
   (14) Originality
   (15) Does text project to back of room?