

Checklist for Final Presentation

1. Brainstorm ideas to cover today in class. Use flip chart paper & markers, whiteboards, or Google doc to work out these ideas with your group members.
2. Write a draft of your group presentation outline. Please type this. The outline should include the following:

Group Members Names:

Topic :

Introduction:

Heading 1:

3-5 Sub-Headings:

Heading 2:

3-5 Sub-Headings:

Heading 3:

3-5 Sub- Headings:

Heading 4:

3-5 Sub-Headings:

Heading 5:

3-5 Sub-Headings:

You must have at least 5 Sub-Headings – but the more the better!!!!

Conclusion:

3. This is due today by the end of class!!! I will review this and return it to you by Monday.
4. Begin planning for your visual aid. This should be either a PowerPoint presentation or Glogster collage.
5. Other ideas of items to include in your presentation include images, video clips, give the class a short survey about your topic, link to outside sources and show those to the class.
6. If you use PowerPoint, use lots of images and little text.
7. Your presentation length should be around 8-10 minutes of talking and 2-5 minutes of other things (like videos if you wish). Your presentation should be a total of 10-15 minutes long. You may not go over 15 minutes. I will warn you when you are getting close.
8. You can practice your presentations on Tuesday, using the instructor station, etc.