**Final Project Presentation Practice Checklist**

Practice your presentation in front of family, friends, or fellow students and have them complete this checklist to help you improve your presentation.

**Slide Aesthetics**

□ Text is bulleted, not in paragraphs

□ All bullets are the same type

□ All fonts are the same type, size, and color

□ No more than 3 major colors are used

□ Slides are not crowded

□ No code was shown

□ All graphs have axis labels

□ The same slide template is used throughout

□ Content written in third person (no “I” or “we”)

**Content**

□ Title is fun and engaging

□ Title slide includes student and school names

□ Background slides are present

□ You understood where the presentation was headed from the background slides

□ You understood the questions to be answered with the data

□ You understood the general methods students used

□ Each results slide has a title that tells the audience what to look for in the graph. Ex. “Keyboard sales are the most sold office supplies”; NOT “Office supply sales”

□ Graphs are easy to read and understand

□ p values and test statistic values are only shown in bottom right in small font if used

□ Summary slide is one page

□ Summary slide discusses all relevant or important results briefly

□ Conclusions slide is one page

□ Conclusions follow logically from the presentation

□ Questions slide is present

□ References are cited if applicable

**Presenting Skills**

□ Minimal use of filler words like “um”, “uh” or “like”

□ Student sat or stood still

□ Hand gestures were not distracting

□ Heard student clearly (no whispering or shouting)

□ Student sounded and appeared confident

□ Appropriate tempo (not too fast or slow)

□ Students transitioned between speakers with minimal interruption or confusion if applicable

□ All students talked approximately equal amounts if applicable

□ Students are not reading off the slides or paper

**Presentation Environment**

□ Background behind student is clean, neat, and appropriate

□ Desktop on computer is clean, neat, and appropriate

□ No pop ups for email, slack, apps, etc. interrupted the presentation

□ Student could be seen clearly

□ Background noises were minimal

**Questions**

Please ask the student 2 questions about their presentation when they have finished so they get practice answering them!

Question 1: What was your most favorite and least favorite part of the project?

Question 2: How would you improve next time?