**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.

*Wesley Slocum*

**Slide Aesthetics**

x Text is bulleted, not in paragraphs

x All bullets are the same type

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

x No more than 3 major colors are used

x Slides are not crowded

x No code was shown

x All graphs have axis labels

x The same slide template is used throughout

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

**Content**

x Title is fun and engaging

□ Title slide includes student and school names

x Background slides are present

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

x You understood the questions to be answered with the data

x You understood the general methods students used

x 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”

x Graphs are easy to read and understand

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

x Summary slide is one page

x Summary slide discusses all relevant or important results briefly

x Conclusions slide is one page

x Conclusions follow logically from the presentation

x Questions slide is present

x References are cited if applicable

**Presenting Skills**

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

x Student sat or stood still

x Hand gestures were not distracting

x Heard student clearly (no whispering or shouting)

x Student sounded and appeared confident

x Appropriate tempo (not too fast or slow)

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

x All students talked approximately equal amounts if applicable

x Students are not reading off the slides or paper

**Presentation Environment**

x Background behind student is clean, neat, and appropriate

x Desktop on computer is clean, neat, and appropriate

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

x Student could be seen clearly

x 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: You said the dataset was large, how much data are we talking?

Question 2: What made you want to choose such a large dataset?