

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. **Done**
- All bullets are the same type **Done**
- All fonts are the same type, size, and color **Done**
- No more than 3 major colors are used **Done**
- Slides are not crowded **Done**
- No code was shown **Done**
- All graphs have axis labels **Done**
- The same slide template is used throughout **Done**
- Content written in third person (no “I” or “we”) **Done**

Content

- Title is fun and engaging **Done**
- Title slide includes student and school names **Done**
- Background slides are present **Done**
- You understood where the presentation was headed from the background slides **Done**
- You understood the questions to be answered with the data **Done**
- You understood the general methods students used **Done**
- 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” **Done**
- Graphs are easy to read and understand **Done**
- p values and test statistic values are only shown in bottom right in small font if used **Done**
- Summary slide is one page **Done**

- Summary slide discusses all relevant or important results briefly **Done**
- Conclusions slide is one page **Done**
- Conclusions follow logically from the presentation **Done**
- Questions slide is present **Done**
- References are cited if applicable **Done**

Presenting Skills

- Minimal use of filler words like “um”, “uh” or “like” **Done**
- Student sat or stood still **Done**
- Hand gestures were not distracting **Done**
- Heard student clearly (no whispering or shouting) **Done**
- Student sounded and appeared confident **Done**
- Appropriate tempo (not too fast or slow) **Done**
- Students transitioned between speakers with minimal interruption or confusion if applicable **Done**
- All students talked approximately equal amounts if applicable **Done**
- Students are not reading off the slides or paper **Done**

Presentation Environment

- Background behind student is clean, neat, and appropriate **Done**
- Desktop on computer is clean, neat, and appropriate. **Done**
- No pop ups for email, slack, apps, etc. interrupted the presentation **Done**
- Student could be seen clearly **Done**
- Background noises were minimal **Done**

Questions

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

Question 1: What we are trying to tell the audience?

Question 2: What is good about the presentation?