

# PowerPoint Grading Guidelines

## PP Organization (4 Points each)

1. Intent of the presentation is clear in the introduction
2. Presentation should flow from Introduction to Body then Summary
3. The introduction captures the attention of the audience
4. The introduction clearly identifies the purpose of the presentation
5. The body is well focused and interesting
6. The presentation contains no extraneous data or distractions
7. Slides to slide flow is well organized and easy to follow
8. The summary clearly fulfilled the purpose

## PP Mechanics (4 Points each)

1. Good text contrast with background
2. Text is large and easy to read
3. Text free of grammar and spelling errors
4. Fonts are consistent from slide to slide
5. Slides do not contain text overload
6. Maximum of 5-6 points (lines) per slide
7. Maximum of 5-6 words per line
8. Be consistent from slide to slide
9. No distracting graphics or animation

## PP Presentation (4 Points each)

1. Presenter does not read the slide to the audience
2. Presenter supplements the short bullet on the presentation
3. Presenter talks to the audience instead of the screen
4. Presenter uses a pointer to emphasis key points or areas when necessary
5. Presenter does not talk in a monotone voice.
6. Presenter talks loud enough for audience to hear
7. Presenter has no distracting actions while talking
8. Presenter answered questions with authority and cheerfulness