

POWERPOINT BUSINESS PRESENTATION

Name _____

Subject _____

Date _____

	10	9 8 7	6 5 4	3 2 1	Points
Organization	Student presents information in logical, interesting sequence which audience can follow	Student presents information in logical sequence	Difficult to follow presentation because organization jumps around	Hard to understand presentation because there is no sequence of information	
Content Knowledge (where, how, why, who, when and special and unique things about this co.)	Student covers all of the questions, very informative with great supporting information	Student covers all of the questions but has little supporting information	Student covers most of the questions asked to cover in assignment	Student covers only a few of the questions asked to cover in assignment	
Mechanics	The presentation has no misspelled words or grammatical errors	Presentation has 1-3 spelling and/or grammatical errors	The presentation has 6 or less spelling and/or grammatical errors	The presentation has 7 or more errors	
Title Slide	Title slide has a very creative title, uses good layout, and has information about presenter	Title slide has an interesting title and information about presenter	Title slide has a boring title but has information about presenter	Title slide has a boring title and has no information about presenter	
Slides (total of at least 10 slides including the title and sources slides) <i>100 points possible for this section</i>	Slides are well laid out, background and transitions enhance the presentation, and text is readable	Slide is well laid out but background is inappropriate for subject, or text is hard to read	Not balanced, background does not enhance the presentation, no transitions or text is hard to read	Slide is cluttered, not balanced, background is not compatible with subject, no transitions, and text is hard to read	
Graphics	Student has graphics on most slides that enhance the presentation	Student has graphics on most slides but they may not enhance the presentation (size, clarity, choice, etc.)	Student has appropriate graphics on only a few slides (needs more)	Student has inappropriate graphics	
Transitions, sound, and animation	Added transitions and some animation and they make the presentation great	Added at least one of these and it enhances the presentation	Added at least one of these but does not enhance the presentation (uses more than one type of transition or animation)	Did not add transitions, sound, or animation	
Total Possible – 160					Points

In Word, using the information you researched about your company, do a 2-3 page report using proper MLA format that can be used for Speaker's notes. Include a Works Cited page. Print and staple this grade sheet to your other printouts and hand them in the day of the presentation. Correct format, no spelling errors, complete sentences.
(30 points) Points _____

Oral Presentation

1) Between 2 ½ and 4 minutes long	10	8	6	5	2	0
2) Uses good presentation techniques	10	8	6	5	2	0
3) Talks loud enough to hear	10	8	6	5	2	0
4) Shows good knowledge of topic	10	8	6	5	2	0
5) Dresses up (not just jeans & t-shirt)	10	8	6	5	2	0

Points possible – 50 Points _____

Total for project = 240 Your Total _____