

Multimedia Presentation

I. Planning and Organization

- A. Title
- B. Introduction
- C. Overall main points
- D. Specific main points
- E. Closing

II. Editing

- A. Up to six lines of text per slide
- B. Up to six words per line
- C. Use strong verbs
- D. Spell check and proofread

III. Graphics & Videos

- A. Appropriate to topic and slide
- B. Background not distracting
- C. Clip art or imported graphics
- D. 3D graphs
- E. Videos (only ONE video – 1:50 minutes or less)

IV. Details

- A. Slides (between 15 and 20)
- B. Natural sequence of slide order
- C. Presentation speed of slide show
- D. Fade, Loop, and Advance features used

V. Presentation

- A. Communication skills
- B. Knowledge of topic and slide show
- C. Citation for online pictures and info

***Mrs. Lastra will check weekly to give it a grade.**