

# PowerPoint Grade Sheet

Component	25 points	20 points	15 points	Total	Comments
<b>Information</b>	Accurate and complete information is presented in a concise, logical sequence	Information gaps and lengthy text are evident	Information is incomplete; logical sequence is not evident	—	—
<b>Background &amp; Text</b>	Background and text compliment each other; easy to read, consistent throughout the presentation	Background is not consistent throughout the presentation; text size and color change with each slide	Text cannot be read on selected background; text size and color make it difficult to focus on information	—	—
<b>Graphics &amp; Transitions</b>	Graphics are appropriate and relate to content; transitions are consistent throughout the presentation	Few graphics are utilized throughout the presentation, they do not relate to the topic; transitions are not consistent or effective	Little or no attempt was made to utilize graphics or transitions	—	—
<b>Spelling, Punctuation &amp; Grammar</b>	Spell check has been utilized throughout the presentation; correct grammar is evident	Several spelling mistakes occur throughout the presentation; a few grammar mistakes are present	Spelling mistakes occur throughout the entire presentation, standard grammar usage is not evident	—	—
			Total/Grade		

Student Name \_\_\_\_\_

Project \_\_\_\_\_

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