**INFORMATIVE ORAL PRESENTATION
SCORING GUIDE FOR PART 2: DRAFT OF POWERPOINT**[up to 20 points total]

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| **Grading Criteria**  | **Score and Comments** |
| **Organization** * topic is narrow
* title slide
* preview slide lists all main points as brief phrases
* 2 to 4 main point slides correspond to points listed in preview
* points proceed in logical order
* one conclusion slide
* photos, tables, charts (if used) are clearly labeled
 | **(up to 5 pts)** |
| **Simplicity** * slides appear spacious
* uses large font
* bulleted lists are left aligned
* few animations
* key words only; **no complete sentences**
* no more than 7 lines per slide
* no more than 7 words per line (< 30 characters)
* no block quotes
 | **(up to 5 pts)** |
| **Consistency** remains consistent throughout entire slide show:* one color scheme
* one background style or theme
* one font style
 | **(up to 5 pts)** |
| **Correctness** * assignment is submitted on time
* correct grammar, spelling & capitalization;
* factual correctness
* content is relevant to speech thesis
 | **(up to 5 pts)** |
| **Total points (out of 20 possible)** |  |