

26 POINT MULTI-MEDIA PROJECT CHECKLIST

Multi-media Project check list

CRITERIA		YES	NO	POINTS	TOTAL
TECHNICAL	MY PROJECT RUNS PERFECTLY WITH NO TECHNICAL PROBLEMS OR ERROR MESSAGES.			4	
GRAPHICS/AUDIO/VIDEO	MY PROJECTS GRAPHICS, VIDEO, AUDIO, ARE USED EFFECTIVELY			3	
PROJECT SIZE	MY PRESENTATION INCLUDES A MINIMUM OF 6 SLIDES			3	
INTRODUCTION	THE INTRODUCTION PRESENTS THE OVERALL TOPIC AND DRAWS THE AUDIENCE IN.			2	
ORGANIZATION	MY PROJECT HAS A SEQUENCE OF INFORMATION BEGINNING, MIDDLE AND AN END			3	
SUBJECT KNOWLEDGE INFORMATION	MY PROJECT'S INFORMATION IS CLEAR, APPROPRIATE (FITS IN WITH TOPIC), AND CORRECT. I INCLUDE IMPORTANT FACTS IN MY PRESENTATION			4	
TEXT ELEMENTS	I CHOSE FONTS THAT ARE EASY-TO-READ			1	
	I USE USE OF ITALICS, BOLD, AND INDENTATIONS TO IMPROVE READABILITY.			1	
	THE BACKGROUND AND COLORS OF MY PROJECT ENHANCE THE READABILITY OF TEXT			1	
SPELLING AND GRAMMAR	THE TEXT IS WRITTEN WITH NO ERRORS IN GRAMMAR, CAPITALIZATION, PUNCTUATION, AND SPELLING			4	

SCORE

ADVANCED 24-26

PROFICIENT 20-23

BASIC 15- 20

NOVICE 1-15