**Senior Project Presentation Checklist & Tips**

**Digital Presentation Checklist**

1. Title Page (Name, teachers, Senior Project, Block)
2. Introduce topic
3. Learning Stretch
4. Product
5. Mentor
6. Use of Technology
7. Internship experience
8. Research
9. What I have learned

10. Thank you to judges

**Digital Presentation Hints & Tips**

* Aim for 1 slide per topic/60 seconds – more is ok, but only if necessary
* Minimal/bulleted text – make sure they read the slide and then pay attention to you
* Title each slide
* Font size/type - audience should be able to read slide easily – minimum 20 point in an easy to read, standard font
* Pay attention to font vs background color-there should be enough contrast so that slide can be easily read – choose a pleasing design/color scheme
* Include graphics/pictures
* Double and triple check your spelling (Just because it has passed Spellcheck does not mean that it is correct!); check confused words with different spellings like *they’re, their, there*.
* If you have included video(s), make sure it is no more than 2 min. IN TOTAL
* Presentation MUST be 8-10 min long

**Preparing Your Speech**

**First**: Tell them what you’re going to tell them.

**Second**: Tell them.

**Third**: Tell them what you told them.

1. Introduce Yourself
2. Introduce your Topic
   1. Include specifics of how you chose it/found it
3. Learning Stretch
   1. THIS IS SUPER IMPORTANT – worth 10% by itself
   2. Show how you stepped out of your comfort zone
4. Product
   1. This is where to include your video/demonstration
   2. Should be clear, purposeful
5. Mentor
   1. Introduce your Mentor and their qualifications, talk about them
6. Use of Technology/Tools of the Trade
   1. NOT the video. What did you use on the job?
   2. Show evidence throughout
7. Internship experience
   1. Show evidence of your experience
   2. Describe in detail
8. Research
   1. Use data from your research paper
   2. Tie it in to your internship experience
9. What I have learned
   1. BE SINCERE & HONEST – but aim towards the positive

10. Thank you to judges

**Creating Cue Cards for Your Speech**

You need a packet of standard index cards, a selection of highlighters, (for example, yellow, pink, blue and green), and an easily-read pen. I suggest using one with either blue or black ink.

[*The best (most useful) cue cards*](https://www.write-out-loud.com/cue-cards.html#The-Best-Cue-Cards)*:*

1. have ONE main heading or idea per card
2. are written clearly using larger than usual font (so you can read them easily)
3. have plenty of white space around each word or phrase to help them stand out
4. use bullet points or numbers to itemize the supporting ideas under the main heading
5. are written on ONE side of the card only
6. are clearly numbered so that you know the order they come in and/or they may even be tied together. (Punch a hole through the left corner and tie with a loop of string or ring so that the cards can be flipped.)
7. are color-coded to show your main idea, supporting ideas, examples and transitions or links.
8. have where props are to be shown. For example: Main Idea One - Supporting Idea - Example - Show slide 1
9. have approximate timings marked so you can track yourself through your allotted time. If you find you're going over you can adjust by leaving out an extra example or conversely if you're under time, you can add one in.

*Writing Your Cue Cards*

1. Each segment of your speech, from its introduction to conclusion, should be reducible to a **key word** or **phrase** that will act as a prompt triggering your memory for what it was you wanted to say.
2. Go through your outline marking each of them. A good way to identify them is to remember the *paragraphing structure* that you use in written prose. A new thought or idea takes a new paragraph. In writing note cards a new idea or thought equals a new card.
3. Do not be tempted to write the whole of the text of your speech out. This defeats your purpose. You'll finish with cramped notes that, as well as being difficult to read, stop you from freely interacting with your audience.
4. Once you've finished identifying segments and giving each a keyword or phrase you're ready to write up your cards using the [1-9 guidelines](https://www.write-out-loud.com/cue-cards.html#1-9) above.
5. Decide on the color coding you're going to use eg. pink for main ideas and blue for supporting ones. Yellow is for quotes and important facts. Green is for transitions.
6. Number each card as you go in the same place. The top right hand corner works well for me. I also write which part of the speech the card is for: *introduction*, *body* and *conclusion* as a heading in the top left. It helps me keep track of where I'm up to.
7. Double check the effectiveness of each card as you write them to make sure you are using keyword or phrases that actually do trigger your memory. This is particularly important for links or transitions. Forgetting how you got from one piece of information to the next not only leaves you stranded but your audience as well.
8. NB. Be sure to note the names of important people, facts or processes too.

**Preparing for Your Speech**

* Check the technology in your room ahead of time; keep your PPT on a flash drive; you will not have time to get it from under your number (maybe you could also save it to the teacher’s desktop).
* Dress professionally
* Set up your presentation
* Smile
* Shake hands with the judges
* Use, but do not read from the notecards
* Do not turn your back to the audience to read the PPT
* **THANK THE JUDGES**