

Presentation Checklist

Name :		Class :		Date :	
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Component	Yes/No	Notes
I have included information, findings, and supporting evidence to support my claim.		
I have included the most relevant evidence to support my claim.		
I convey a clear and distinct perspective on the topic.		
I have organized my information in a way that is logical and clear.		
I use clear transitions and links between ideas to help my listeners follow the lines of reasoning.		
I use a formal tone, appropriate to my purpose and audience.		
I have considered and addressed the knowledge level of my audience.		
I have considered and addressed the concerns and values of my audience.		
I have considered and addressed the potential biases of my audience.		

File: 11.3.2.Lesson 13 Date: 9/12/14 Classroom Use: Starting 9/2014

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