

Keynote/Powerpoint Appearance and Content: Ho'oulu iā Kamehameha

Group Members: _____

CATEGORY	Exemplary (4pts)	Proficient (3pts)	Partially Proficient (2pts)	Incomplete (1pts)
Sequencing of Information (8 pts)	Information is organized in a clear, logical way. It is easy to anticipate the type of material that might be on the next slide.	Most information is organized in a clear, logical way. One slide or item of information seems out of place.	Some information is logically sequenced. An occasional slide or item of information seems out of place.	There is no clear plan for the organization of information.
Content - Accuracy (8 pts)	All content throughout the presentation is accurate. There are no factual errors.	Most of the content is accurate but there is one piece of information that might be inaccurate.	The content is generally accurate, but one piece of information is clearly flawed or inaccurate.	Content is typically confusing or contains more than one factual error.
Background (4 pts)	Background does not detract from text or other graphics. Choice of background is consistent from slide to slide and is appropriate for the topic.	Background does not detract from text or other graphics. Choice of background is consistent from slide to slide.	Background does not detract from text or other graphics.	Background makes it difficult to see text or competes with other graphics on the page.
Layout (4 pts)	Pleasing to the eye. Appropriate use of headings and sub-headings. Appropriate use of "white" space	Uses horizontal and vertical space appropriately.	Layout shows some structure. Cluttered and distracts from readability. Large gaps of space.	Layout is cluttered and confusing. Poor use of spacing, headings and subheadings. Hard to read.
Text - Font Choice & Formatting (4 pts)	Font formats (e.g., color, bold, italic) have been carefully planned to enhance readability and content. Text is appropriate length.	Font formats are generally easy to read. Font size varies appropriately. Too much text on a few slides.	Overall readability is difficult. Too many different fonts. Too much text.	Font formatting makes it very difficult to read the material. (Small font sizes, inappropriate fonts) Too much text.
Citations (4 pts)	Sources of information are properly cited (including images) so that the audience can determine the credibility and authority of the information presented. 3 or more unique sources utilized	Most sources of information are documented to make it possible to check the accuracy of information. 2 unique sources utilized and cited.	Sometimes copyright guidelines are followed and some information and graphics are not properly cited. 1 unique source utilized and cited.	No way to check the validity of the information presented. No sources utilized and cited.
Cooperation (4 pts)	Group delegates tasks and shares responsibility effectively all of the time.	Group delegates tasks and shares responsibility effectively most of the time.	Group delegates tasks and shares responsibility effectively some of the time.	Group often is not effective in delegating tasks and/or sharing responsibility.
Requirements (4 pts)	All requirements are met and exceeded. (emphasis on attention to detail)	All requirements are met.	One requirement was not completely met.	More than one requirement was not completely met.

Total Points: _____/40