



Checklists for Futures Conference Presentation: The Process

The following process checklists keep the students on track and help the teacher to monitor progress at a glance.

The Process

Characteristic	Self/Group	Teacher
Minimum of 3 resources used		
Proposal submitted		
Script drafted		
Script revised		
Rehearsals		
“Blurb” submitted		
Group works well together: <input type="checkbox"/> shares jobs <input type="checkbox"/> listens to each other’s ideas <input type="checkbox"/> problem solves well		

The product checklist below ensures that the students know the requirements of the product and have checked their work. Teachers can use this checklist to highlight any problems and to reward draft work that meets expectations by inserting a check mark or a positive comment.

Product: The Presentation

Characteristic	Self/Group
Logical organization – good flow	
Opening draws audience in	
Closing leaves something to think about	
Engaging content	
Content fits format selected	
Well-paced delivery	
Voices are clear and expressive	
Appropriate use of facial expressions	
Stand or sit “tall” (no leaning, fidgeting, slouching)	
Visuals/multi-media support the presentation	

The rubric on the next page ensures that all students understand what quality work looks like and how they will be evaluated. It matches with the checklists to ensure consistency in assessment from the beginning to the end of the work. It provides a focus for discussion after the summative assessment so the student can clearly see how the work can be improved by looking at what is required for the next level.

These forms are available for download, adaptation and printing. See the last page of this handbook for download information.