# Sample Checklist

## Sample Checklist
This sample checklist is from the unit plan, [Red Light Green Light](#).

## Multimedia Presentation Checklist
Our Names: _____

Written Content
- ❑ We used a storyboard to organize our thoughts.
- ❑ We have a title slide that clearly states our topic.
- ❑ We included the names of everyone in our group.
- ❑ Information is correct.
- ❑ Sources are cited.
- ❑ We have listened to suggestions from the teacher or a friend.
- ❑ We addressed the Essential and Unit questions.

Layout and Design
- ❑ The words on our slides are easy to read.
- ❑ Graphics enhance our presentation and are easy to see.
- ❑ Pictures have a caption.
- ❑ We have animation effects that enhance the presentation.
- ❑ The presentation contains all the necessary transitions for the viewer to navigate through the presentation. All transitions work properly.
- ❑ There is enough time to read and see everything on the slides.

Mechanics
- ❑ There are no mistakes in mechanics.
- ❑ Words are spelled correctly.

Resources
- ❑ We used books, magazines, or the computer to find information.
- ❑ We looked at maps and drawings to find information.
- ❑ We made a list of things we planned to use in the project.

Technology
- ❑ We each took turns navigating on the computer, (using the mouse, typing, inserting graphics and photos, etc.).
- ❑ We were able to do research on the Internet using the online encyclopedia and visiting recommended Web sites.
- ❑ We have all practiced presenting our project using eye contact and an expressive voice.
- ❑ We remembered to save our work to the desktop folder.