

PowerPoint Rubric

ACTIVITY	Exemplary	Proficient	Partially Proficient	Incomplete
Introduction	<ul style="list-style-type: none"> * The introduction presents the overall topic and draws the audience into the presentation with compelling questions or by relating to the audience's interests or goals. 	<ul style="list-style-type: none"> * The introduction is clear and coherent and relates to the topic. 	<ul style="list-style-type: none"> * The introduction shows some structure but does not create a strong sense of what is to follow. May be overly detailed or incomplete and is somewhat appealing to the audience. 	<ul style="list-style-type: none"> * The introduction does not orient the audience to what will follow. * The sequencing is unclear and does not appear interesting or relevant to the audience.
Content	<ul style="list-style-type: none"> * The content is written clearly and concisely with a logical progression of ideas and supporting information. * Information is accurate, current and persuasive. 	<ul style="list-style-type: none"> * The content is written with a logical progression of ideas and supporting information. * Includes persuasive information. 	<ul style="list-style-type: none"> * The content is vague in conveying a point of view and does not create a strong sense of purpose. * Includes some persuasive information with few facts. * Some of the information may not seem to fit. 	<ul style="list-style-type: none"> * The content lacks a clear point of view and logical sequence of information. * Includes little persuasive information and only one or two facts about the topic. * Information is incomplete, out of date and/or incorrect. * Sequencing of ideas is unclear.
Text Elements	<ul style="list-style-type: none"> * The fonts are easy-to-read and point size varies appropriately for headings and text. * Use of italics, bold, and indentations enhances readability. * Text is appropriate in length for the target audience and to the point. * The background and colors enhance the readability of text. 	<ul style="list-style-type: none"> * Sometimes the fonts are easy-to-read, but in a few places the use of fonts, italics, bold, long paragraphs, color or busy background detracts and does not enhance readability. 	<ul style="list-style-type: none"> * Overall readability is difficult with lengthy paragraphs, too many different fonts, dark or busy background, overuse of bold or lack of appropriate indentations of text. 	<ul style="list-style-type: none"> * The text is extremely difficult to read with long blocks of text and small point size of fonts, inappropriate contrasting colors, poor use of headings, subheadings, indentations, or bold formatting.

Layout	* The layout is aesthetically pleasing and contributes to the overall message with appropriate use of headings and subheadings and white space.	* The layout uses horizontal and vertical white space appropriately.	* The layout shows some structure, but appears cluttered and busy or distracting with large gaps of white space or uses a distracting background.	* The layout is cluttered, confusing, and does not use spacing, headings and subheadings to enhance the readability.
Graphics, Sound and/or Animation	* The graphics, sound and/or animation assist in presenting an overall theme and make visual connections that enhance understanding of concept, ideas and relationships. * There is a consistent visual theme.	* The graphics, sound/and or animation visually depict material and assist the audience in understanding the flow of information or content. * Images are proper size, resolution.	* Some of the graphics, sounds, and/or animations seem unrelated to the topic/theme and do not enhance the overall concepts. * Images are too large/small in size. * Images are poorly cropped or the color/resolution is fuzzy.	* The graphics, sounds, and/or animations are unrelated to the content. * Graphics do not enhance understanding of the content, or are distracting decorations that create a busy feeling and detract from the content.
Citations	* Sources of information are properly cited so that the audience can determine the credibility and authority of the information presented.	* Most sources are documented to make it possible to check on the accuracy of information.	* Sometimes copyright guidelines are followed and some information, photos and graphics are not properly cited.	* No way to check validity of information.
Writing Mechanics	* The text is written with no errors in grammar, capitalization, punctuation, and spelling.	* The text is clearly written with little or no editing required for grammar, punctuation, and spelling.	* Spelling, punctuation, and grammar errors distract or impair readability. (3 or more errors)	*Errors in spelling, capitalization, punctuation, usage and grammar repeatedly distract and major editing and revision is required. (more than 5 errors)