

Appendix A: Self-Check List (First Submission)

Deadline: _____ Name: _____

For each slide, mark ✓ to indicate satisfactory performance and × to indicate unsatisfactory performance.

For the PowerPoint Slide

Aspect of the presentation	Slide 1	2	3	4	5	6	7	8	9	10
Appropriate animation										
Clarity and coherence of language										
Clear slide titles										
Consistency of style										
Fewer than 20 words per slide										
Legible text colors and font sizes (i.e., 36+)										
Relevance of graphs and figures to topic										

For the Manuscript

Aspect of the manuscript	Slide 1	2	3	4	5	6	7	8	9	10
Checked pronunciation										
Correct grammar										
Fewer than 20 words per sentence										
Logical sequence of ideas										
Points made clearly without excessive detail										

For the Presentation

Rehearsed in front of mirror or friend	
Rehearsed with animation	
Rehearsed with appropriate transition signals	
Rehearsed with minimal reading	
Rehearsed within allotted time	

Appendix B: Peer Checklist

Reviewer Name: _____ Date: _____

Presentation time: _____ min.

*Take a video of a presentation and send the file to a presenter after the presentation.

Aspect of the presentation	Comment
Appropriate eye contact	
Clear, correct pronunciation	
Clear, steadily paced speaking	
Minimal filler (e.g., “ummm” and “uuh”)	
Minimal reading	
Natural body posture and hand gestures	
Presented within allotted time	

Teacher's comment

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Appendix C: Self-Check List (Final Submission)

Deadline: _____ Name: _____

Mark ✓ to indicate satisfactory performance and × to indicate unsatisfactory performance.

Teacher's and peers' evaluation and comments from the precheck
