Name _____ Period _____ Date_____

Build Your Portfolio (page 354)

Create a Presentation

Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

	Student Checklist		Teacher Evaluation
Criteria	**Completed**	**Not Completed**	**Comments**
Find at least two Web sites that give advice about interviewing for a job			
Write the tips you find on index cards and organize them according to category			
Create a PowerPoint presentation with at least ten slides, including a title slide			
Add a theme and headers and footers to your presentation			
Use bulleted or numbered lists to present your information			
Add graphics, animation, and transitions to your presentation			
Add speaker notes to each slide			
Use correct formatting, spelling, punctuation and grammar			
Cite your sources			
With your teacher's permission, print your presentation and speaker notes			
With your teacher's permission, save and view your presentation as a Web page			
Edit to make your presentation clear and free of errors			