

Name:

PowerPoint Review Sheet

Elaborate Key Ideas

Select one sample PowerPoint to review and respond to each statement. You can type your answers or write them in your notebook.

What is the title of the slideshow you are reviewing?	
Describe the text on each slide. Is there too much, too little, just enough..etc.?	
List some techniques that this person used to communicate clearly.	
Any general comments about clarity?	

Engage the Audience

Are there effective animations? If so, what did you like?	
Are there multimedia clips embedded?	
Describe if the images are effectively used.	
Is there anything that stood out to help "engage" the viewer into the presentation?	

Consistent Design

Describe if this slideshow uses colors effectively.	
Are backgrounds, images and text consistent?	
Overall, what do you think of this PowerPoint?	