



Pre-Presentation Check List

- Research and gather as much information as possible on your assigned topic.
- Learn/understand your topic and the important concepts that you need to present to the class (*ask for assistance if needed*).
- Collaborate/brainstorm with your group and determine how you would like to deliver your presentation. Also, be sure to get contact information (phone numbers and email addresses) from your partners.
- Prepare a lesson plan.
- Prepare a worksheet/pamphlet (*if necessary*).
- Prepare a PowerPoint presentation (*if necessary*).
- Gather any materials or supplies to be used for the presentation.
- Provide the teacher with any sheets that need to be photocopied prior to the day of your presentation.
- Load any PowerPoint presentations onto the teacher's computer prior to the day of your presentation.
- Provide the teacher with a final copy of your lesson plan along with any supporting documents (scripts, worksheets, etc.) prior to the day of your presentation.
- Rehearse/prepare for your presentation.

Be sure that all members of your group are comfortable and knowledgeable with the topic since all group members are responsible for the presentation. If you are going to be absent from school while your group is working on the presentation, be sure to forward your work to your group members. This can be done by emailing it to the teacher or by contacting one of your group members. If a group member is absent, "the show must go on!"

