MM Project Checklist

Name: __________________________________________________________________________

Topic: ____________________________________  Presentation date: _______________

Make sure you can answer these questions before presenting or publishing your final project.

___ Will you be in attendance?

___ If not, how will your presentation be delivered?

___ Will you have sound or a microphone?

___ How far away will the audience be?

___ Do you need any special hardware or software?

___ Did you remember to embed any fonts or videos?

___ Will someone need a password for access?

___ Does your project have a clear purpose (thesis)?

___ Have you explained anything (ideas, terms) that the audience might not be familiar with?

___ Did you check your spelling and grammar?

___ Is your language appropriate for the topic and audience?

___ Are your images/music/videos appropriate to the topic and audience?

___ Did you follow the assignment guidelines for length, topic, and number of sources?

___ Did you cite all information unless it is common knowledge?

___ Did you cite all images, even those you accessed through the Creative Commons?