

18.821: Mathematics Project Lab: A Presentation Checklist

Structural features

- **Target audience:**

- + Consistent and appropriate.
- Not appropriate or not consistent.

- **Initiating motivation:**

- + The talk begins by evoking a problem which is accessible to the audience.
- The talk launches into technicalities too early.

- **Transitions:**

- + Transitions to new topics are signaled and well motivated.
- Transitions are hasty or unmotivated.

- **Theory and example:**

- + The audience is prepared for definitions and other statements by discussion or example.
- Definitions or other statements are dropped in place without sufficient preparation.

Delivery

- **Formal and informal:**

- + The balance between strict rigor and informality is appropriate for the need and the audience.
- Statements are too formal, or there are too few motivating or explanatory comments; or statements are not precise enough, or there is too much hand-waving.

- **Time management:**

- + The talk is not rushed, ends at the expected point, and ends on time.
- The talk ends up rushing to finish, does not finish, or goes over time.

- **Collaboration:**

- + Handoffs between team members is smooth and well thought out.
- Handoffs are dropped, awkward, or not well planned.

Visuals

- **Use of slides:**

- + Slides are consistent, well-organized, of appropriate density, and remain visible for long enough. Lecturer plays off the slide. Continuity is maintained by repeating material from one slide to the next, as appropriate.
- Slides have inconsistent appearance, are too dense (or not dense enough), go by too fast (or too slowly). Lecturer just reads the slide, or the discussion is not well articulated with the slide. Insufficient attention is given to maintaining continuity from one slide to the next.

- **Use of chalk and blackboard:**

- + Writing is right-sized, level, easily read, and efficiently chosen. Color is well-used. The board organization on the board is thought out in advance.
- Writing is too small (or too large), sloped, sloppy, or inefficient. Use of color is absent or poorly chosen. Thoughtless board organization.

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