**CHECKLIST FOR BIOCLIMATIC LANDSCAPES PROJECT AND PRESENTATION**

**Visual Presentation**

* PowerPoint or Prezi presentation with **no more than 15 slides**
* Structure should be **easy to follow** and must contain the following slides:
	+ **Title** with a representative picture, names of components, group and date
	+ **Index**
	+ **Introduction to the topic** (definition or short explanation of the topic)
	+ Background information should include the following items:
		- **Map** that shows the distribution of the climate or of the environmental problem
		- Representative **climograph** of the bioclimatic landscape
		- Representative **pictures of the landscapes and ecosystems** (with references)
		- Pictures and short explanation of the **most important species**: plants and animals (flora and fauna)
		- In the case of the environmental problems: a list of them and pictures of the effects with short explanations
	+ **Conclusion** (summary of the main points)
	+ **Personal opinion**
	+ **Sources** (bibliography)
* Each slide must contain **visuals** not only text (maps, figures, graphics, images, etc.)
* No more than 5 lines of text on each slide (less is more). Presentation is only to be used as a guide and not a book to read from.
* A **minimum** of 3 sources must be **properly cited** (a proper citation of the books or urls where you have found the information)
* Free of grammar and spelling mistakes (revise more than once)
* The slides must be visually appealing for the audience (mind aesthetics)

**Oral Presentation**

* Each person must participate **equally** during the presentation
* **Avoid reading from notes** – notecards and screen are simply a reference
* Maintain **eye contact** with the audience
* **Pronounce correctly** and **speak loudly enough** to be heard by everyone
* Duration of the presentation should not be more than 10 minutes
* **Avoid blocking the screen** and present yourself clearly in front of the class
* Be conscious of your **body language**
* **Practice** many times at home before the day of your presentation

Remember your role in your group and contribute with your work equally during the project. Whenever your assignment ends help the others. Nobody should work more than the others (there will be a satisfaction inquiry at the end):

* Coordinator ………………………………………………………………………………..1
* Note taker and general supervisor……………………………………………….2
* Supervisor of visuals……………………………………………………..……………..3
* Supervisor of texts…………………………………………………………….…………4
* (in groups of five there will be a Second coordinator)………..………..5

**Prepare a handout with the most important information and visuals to hand out to your classmates**

**Remember to bring me your flash drive with part of the presentation to check the compatibility of the Power point version you are using with the one in class**