

Group Communication:
Final Presentation Check off List

1. Get a video tape to bring to the speech lab.
2. Set up a meeting with your group when you can all meet in the speech lab:
Date: _____ Time: _____
3. Meet in the speech lab with your group and tape your individual speech.
4. After the taping view your speech in the speech lab—complete the self evaluation form.
5. After completing the individual self evaluation form have it signed and dated by the lab instructor.
6. When your group has completed each individual taping, discussed and practiced your group presentation (introduction, transitions, and conclusion) have the lab instructor sign, date and confirm the number of students in attendance.
7. Staple all individual evaluations under the group lab form.

8. It is now time to assemble the 2 pocket folder you will be turning in on the day of your presentation. Your folder will include
 - a. A group outline listing each member's name and their individual thesis statement in the order in which you will be speaking.
 - b. A copy of **EACH** individuals outline which will be used during the presentation. Anyone not turning in an outline prior to their presentation will have 5 points deducted from their individual grade. Each individuals outline used during the speech will be collected when the presentation has been completed.
 - c. Lab form with individual evaluations stapled together.
 - d. Your final assessment paper of your group—following the guidelines set forth on the Real World assignment sheet.

All/any materials used during your presentation may be collected after your speech and used to help evaluate for grading purposes.