

Checklist for the Digital Reflection Project



Read the question and take the action required. Based on the results of your action, determine if the answer to the question is “Yes” or “No”. Focus on the “No” answers during revision.

Structure and Content of the Script

Question	Action	Answer
Have you developed three separate sections (introduction, body, conclusion) for your Digital Reflection?	Label each section of the script.	Yes No
Have you explained the importance of this topic to the audience in the introduction?	Write <i>importance</i> in the margin where these explanations occur.	Yes No
Have you made connections to your own experience and feelings throughout the script?	Underline examples of the connections in each section.	Yes No
Have you provided sufficient information so that the listener understands the importance of this topic to his or her own life?	Write the letter <i>D</i> for details in the margin next to each supporting statement. Are there many of these, or just a few details to support your ideas?	Yes No
Are the ideas presented in relatively short sentences with well-chosen words, so that the listener will easily understand your thoughts and feelings?	Count the words in each sentence. Are some sentences especially long? Would the message or information be easier to understand if the sentence were divided?	Yes No
Is there a strong ending sentence that contains a call to action or a statement that would inspire the listener’s commitment to or appreciation for the topic?	Underline the concluding sentence and evaluate its effectiveness.	Yes No

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Features of the Multimedia Presentation

Question	Action	Answer
Can the title and authors' names be easily read?	Examine the first slide. Are the words and open space balanced?	Yes No
Was one transition selected and timed so that it does not distract the audience from listening to the script or viewing the photo?	Review the show with attention to the timing and effectiveness of the transitions.	Yes No
Do the photos match the text?	Examine the ordering of the photos. Could the sequence be changed to better match the images with the words?	Yes No

Voice/Sound Quality

Read the script aloud with each member of the team reading the section assigned. If your answer to any of the questions is *No*, pay particular attention to this quality while rehearsing the script.

Question	Answer
Are some portions of the script difficult to hear or understand because the speaker is speaking too softly? Which parts are those?	Yes No
Are some portions of the script difficult to understand because the speaker is speaking too slowly or too quickly? Which parts are those?	Yes No
Are some portions of the script too difficult to understand because the speaker is not reading fluently (pausing, repeating words, saying words like "um")?	Yes No
Does the speaker convey interest and enthusiasm for the topic by reading with expression?	Yes No

Work Habits

Question	Answer
Has the group worked consistently to complete the tasks during the assigned class time?	Yes No
Has the group met before or after class to work on the project?	Yes No
Has the group needed the instructor to redirect their efforts toward completing the tasks assigned?	Yes No