



CAPSTONE PRESENTATION GUIDELINES

You are encouraged to utilize a presentation method and format that best demonstrates your skills and talents, as well as shows-off your Capstone Project. Tri-fold boards (36"x48") are highly recommended for all projects as they provide an effective way to display your work. If you wish to use a computer to enhance your presentation, please plan on using a small trifold board (28"x40") in addition to your computer. The goal is for you to engage your audience at a personal level and have fun presenting the results of your hard work.

Time:

Your presentation should be 8-10 minutes in length.

Appearance:

You should be dressed appropriately for your presentation. Your dress and personal appearance is an important part of the presentation. It will show preparedness to enter the working world and is a part of scoring rubric.

Presentation:

You should begin by introducing yourself and your Capstone Project.

Your goal is to provide a clear and concrete sense of what you did and what you gained from the experience.

- Introduce yourself
- Discuss your post-graduation goals – your plans for after high school and possible future options.
- Describe your Capstone journey – goal, focus question, action plan and outcome: what you learned about your topic, yourself and about goal setting.
- How was your project a challenge for you? How did it stretch or enhance your skills and knowledge?
- If your project resulted in an actual product, this product or pictures of the product need to be part of your presentation.
- If you intend to use a PowerPoint presentation as a guide, it should contain only bulleted points and NOT masses of text. You should NOT read the bulleted points, but rather use them as a guide for the discussion.
- You should have practiced the presentation enough to have the background content you desire to speak without hesitation.
- Be creative in your presentation and feel free to utilize combinations of presentation media as long as it does not distract from the primary purpose of the presentation.
- Finally, reflect on being a lifelong learner. How did the skills developed and/or demonstrated in your Capstone help with this? How have you demonstrated being a lifelong learner? How will you continue to be a lifelong learner?

Organization:

Ensure that the visual aids utilized are organized and arranged in a logical order that reflects the coherent line of thinking for the project. Begin by presenting the synopsis of the 'story' from the beginning to the end, illustrating the logical progression of ideas.

Delivery:

Have fun! Be enthusiastic. Explain why you selected this project and engage the audience in their interest in your experience. They are indeed interested! Your display(s) should also be engaging and capture the attention of your audience. Please review the Presentation Tips document located on the website.

Content:

Reflect on the experience and show evidence of what you learned. Show the progression you achieved throughout the project. Be prepared to be asked questions that may require you to expand on your responses. Demonstrate that you have done some analysis of your experience. Show a depth of understanding of the topic.

Work Product:

Be sure to incorporate results from your work into your discussion and presentation. This will be extremely interesting to the reviewers and will provide evidence of real-life and practical results from your efforts.

Presentation Skills/Speaking Skills:

Speak clearly and at an appropriate pace. Make eye contact with your audience. Stand straight and show your confidence and enthusiasm for what you have achieved.

Other Suggestions:

- Review your Capstone Project from beginning to end to remind yourself of the process you went through and the activities you engaged in.
- Discuss some skills and/or knowledge you were lacking and how you filled that gap.
- Talk about what you did, what you learned and any areas where the results may have differed from your expectations. Tell about your ups and downs. What was going on and how did the whole experience make you feel? How will this experience impact you in the future?
- Explain how you did something or perhaps even demonstrate it.

***You may be nervous;
but remember that you are the expert and have invested a significant amount
of time and energy into this project.***

This a huge accomplishment and you should be proud of yourself!