

SPRING FORUM PREPARATION TRACKING SHEET

Name: _____

Date Given: _____

SSR Teacher: _____

As you prepare for your Spring Forum experience, keep track of what you need to do with the following chart:

Category & Description	Student Check-off & Comments	SSR Teacher Check-off & Comments
<p>Outline -- Your outline is detailed and contains all the necessary information about your presentation in a neat, standard outline form (preferably typed).</p>		
<p>Letter of Introduction – Your letter, which you will read aloud to the listeners, sets the right tone for your presentation, is polite, and contains an overview of what you will show and discuss.</p>		
<p>Parent Input – Your parents have written a letter or a short essay, or they've listed ways they've seen you mature and succeed these past three years at IMS.</p>		
<p>Organization Your materials are compiled in the order you will present them. You have a diversity of subject areas represented. (A little from science, math, LA/SS, PE, fine arts. Not just one subject area.)</p>		
<p>Practice You have practiced your greeting and handshake, your introduction letter, how you will segue from one topic to another, and how you will close.</p>		