Summative Booklet Checklist and Order

1. Title
	1. Title
	2. Your name
	3. My name
	4. Course code (CGC-1DI)
	5. Presentation Date
2. Research/Rough Work
	1. Graphic Organizers and/or rough work
3. Copy of Power Point
	1. Six slides per page (don’t forget to have in-text citations throughout and a references page)
	2. Colour is not mandatory, you can print in Grey Scale
4. Script (what you refer to during your presentation)
	1. As cue cards, or a traditional script
		1. Your script is NOT a simple repetition of your powerpoint slides!
		2. Typed, Times New Roman, 12 point font, double spaced
	2. Don’t forget that citations in your script are mandatory!
5. References Page
	1. Minimum of 5 sources
	2. Proper APA formatting is required
		1. Hanging Indents
		2. Alphabetical Order