

Communication Checklist

Poster	
	Neat
	Colourful
	Titles – big & prominent
	Subtitles – not as big – still noticeable
	Pictures – connected and referred to – related to text
	No spelling / grammar errors
	Good use of space – not a lot of ‘dead’ space
	<ul style="list-style-type: none">Note – this Communication mark will reduced by 50% if you are note ready to present on the due date.

Information brochure	
	Neat
	Colourful
	Titles – big & prominent
	Subtitles – not as big – still noticeable
	Pictures – connected and referred to – related to text
	No spelling / grammar errors
	Good use of space – not a lot of ‘dead’ space
	<ul style="list-style-type: none">Note – this Communication mark will reduced by 50% if you are note ready to present on the due date.

Radio Commercial	
	Audible (loud enough)
	Good pace (not too fast / not too slow)
	Expression in voice
	Articulate (not mumbling...we all can understand each word)
	Some ‘drama’ – sound effects or good expression in voice.
	<ul style="list-style-type: none">Note – this Communication mark will reduced by 50% if you are note ready to present on the due date. This includes technology difficulties ! Best to do a ‘test’ before the due date.

TV Commercial	
	Audible (loud enough)
	Good pace (not too fast / not too slow)
	Expression in voice
	Articulate (not mumbling...we all can understand each word)
	Some ‘drama’ – sound effects or good expression in voice.
	Visuals in movie / skit – helpful & appropriate
	<ul style="list-style-type: none">Note – this Communication mark will reduced by 50% if you are note ready to present on the due date. This includes technology difficulties ! Best to do a ‘test’ before the due date.