

WORKSHEET 2

ANALYSE POSTERS

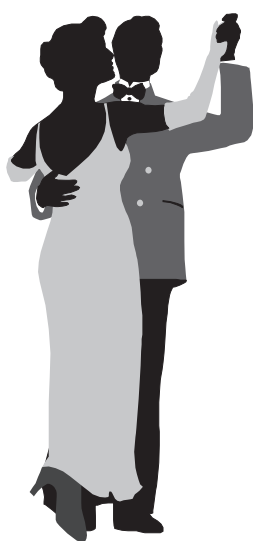
Use the Criteria for Assessment to analyse the posters below. Then answer the following questions:

1. Which poster does not fulfil all of the criteria?
2. Which criteria does it not fulfil?
3. How could it be improved?
4. What do you like best about the other poster? Why?

POSTER A

WE ARE FOUNDING A DANCE
CLUB. IT WILL MEET
FREQUENTLY IN THE HALL.

POSTER B



FEEL DA RHYTHM

Join our Ballroom Dance Club now!

beginner or old pro – everyone welcome

sign up with Mli Nzo or Chien Chi Lee
on 4 May 1 – 2pm in main foyer

CRITERIA FOR ASSESSMENT PLAN A COMMUNITY PROJECT Self assessment, peer assessment and assessment by the teacher		
Names of group members	Yes/No	Comments
MEETING PROCEDURE		
1. Were the meetings conducted in an orderly manner? (speaking with respect; listening to each other)	Y/N	
2. Was the chairperson in control of the meeting?	Y/N	
3. Was the agenda followed?	Y/N	
4. Were the meetings businesslike?	Y/N	
5. Was Standard English used?	Y/N	
MINUTES		
1. Do the minutes contain only necessary information? (purpose; names; date; decisions taken; action required + person responsible)	Y/N	
2. Is the format appropriate? (sub-headings; numbering; spaces between sections; neat)	Y/N	
3. Are the minutes one page long?	Y/N	
4. Is the language appropriate? (full sentences, Standard English; businesslike)	Y/N	
LETTER		
1. Is the content sufficient and relevant?	Y/N	
2. Has the format of a formal letter been used?	Y/N	
3. Is the language appropriate and grammatical?	Y/N	

CRITERIA FOR ASSESSMENT PRODUCE A POSTER Self assessment, peer assessment and assessment by the teacher		
Names of group members	Yes/No	Comments
CONTENT		
1. Is the information about the community project relevant and sufficient?	Y/N	
2. Is the purpose of the poster clear?	Y/N	
3. Is the audience given the time, date and venue where they can sign up?	Y/N	
4. Are the names of the group members on the poster?	Y/N	
5. Does the poster have a drawing representing the project?	Y/N	
LAYOUT		
6. Can the biggest font on the poster be read three metres away?	Y/N	
7. Have different sizes of fonts been used to indicate the difference between main ideas and details?	Y/N	
8. Is the information well-spaced?	Y/N	
LANGUAGE		
9. Is the language on the poster appropriate to the audience ?	Y/N	