

Assessment Checklist – Option 1 Advice Column

Assessment group names: _____

Date: _____

Task: Design an advice column for a newspaper or magazine.

Please tick: ✓	Needs work	Fair	Good	Very good
A. Content				
1. The advice column has letters giving advice which appropriately answers the letters seeking advice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The content is suitable for letters in an advice column as it is of a general nature, i.e. it could relate to more people than just the person asking the question.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. There are suitable captions for these photographs or illustrations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. There are suitable photographs or illustrations of the 4experts replying to the letters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The topics appeal to teenage readers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Language				
1. The letters use an appropriate tone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The letters use language structures commonly found in advice letter columns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The use of language is grammatically correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The headings and pseudonyms are suitable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Structure/Organisation				
1. The letters contain all the necessary elements of letters found in an advice column, e.g. greetings, use of pseudonyms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The letters are an appropriate length.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>