

Sample Assessment for Page-design in Documents

Name:

Document:

Purpose:

Audience:

Date:

Rating Scale: 5 = Excellent 4 = Very good 3 = Good 2 = Fair 1 = Poor

1 2 3 4 5 Consistency

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1 2 3 4 5 Organization

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1 2 3 4 5 Technical Aspects

- Columns
- Typeface
- Type sizes
- Line spacing
- Justification
- Margins
- Titles and captions

1 2 3 4 5 Organization of Facts and Figures

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1 2 3 4 5 Creativity and Originality

- Symbols and designs (fresh, logical, and interesting)
- Balance
- Attractive to target audience

1 2 3 4 5 Overall Presentation

- Cover
- Introduction
- Body
- Conclusion
- Charts and illustrations
- Appendices

Comments: