

Review Guidelines for Presentational Communication

Adapted from <http://writing.colostate.edu/guides/page.cfm?pageid=884&guideid=43>

1. Circle all of the strengths that are evident in the work.

Has a clear purpose/objective
 Uses effective transitions
 Has clearly developed ideas
 Has clearly supported ideas
 Organizes ideas in an effective manner
 Employs an appropriate tone and register throughout
 Formatting appropriate to context
 Uses varied and engaging language'
 Other observation _____

2. Now, identify the two biggest strengths that are evident in the work. These strengths should be meaningful to message making and should not be focused on small details (punctuation and spelling).

Strength	Example(s)

3. Make a suggestion of how to improve the work. Again, do not focus on small details but rather tips that are meaningful to meaning making. Record your idea below along with an example of what that improvement might look like.

Opportunity for improvement	Example(s)