

Document and Assignment Samples

Syllabus Examples:

There are many elements and strategies to consider when creating an accessible syllabus. This [example](#), although not perfect, offers some strategies to consider throughout your syllabus design.

Grade Sheet Examples:

This document is an example of a non-accessible grade sheet, as it relies on user made headings, bullets, and tabs.

Communication strategy grade sheet	
Your final project is worth 20% of your grade. Specific components are worth	
• Report to President: 20	
• Communication Strategy: 80	
Report to President	20
Purpose and Audience	5
o Keeps a clear focus on purpose	
o Includes a clear sense of audience	
o Uses correct format	
Language and organization	5
o Uses appropriate tone for position between writer/reader	
o Writes in clear sentences without unnecessary wordiness	
o Maintains one point per paragraph	
o Includes logical organization	
o Incorporates transitions effectively	
o Avoids errors in grammar and mechanics	
o Presents information in order of importance to the reader	
Level of Detail	10
o Presents full details	
o Ideas are fully developed	
o Examples are incorporated to support strategy	
o Answers all of John's questions	
o Avoids repeating information	
o Includes strategy for all employees with rationale	
Sub-total Report	
Communication strategy	70
Appropriate Strategy	10
o Keeps a clear focus on purpose	

The document below demonstrates a properly formatted accessible document that separates material into boxes and uses built-in Headings to signal screen readers.

Communication Strategy Grade Sheet

Communication Project Tools		20
100: Collaboration <ul style="list-style-type: none"> o Completed project roles discussion board o Completed group skills inventory o Completed project timelines o Completed group project task sheet 	20	
100: Report to CEO		
101, 103, 104: Purpose and Audience <ul style="list-style-type: none"> o Keeps a clear focus on and achieves purpose(s) o Includes a clear sense of audience and delivers content appropriate to and for audience o Uses correct format for method of delivery 	20	
104: Language and organization <ul style="list-style-type: none"> o Uses appropriate tone for position between writer/reader o Writes in clear sentences without unnecessary wordiness o Maintains one point per paragraph o Includes logical organization o Incorporates transitions effectively o Avoids errors in grammar and mechanics o Presents information in order of importance to the reader 	15	
105: Level of Detail <ul style="list-style-type: none"> o Presents full details o Ideas are fully developed o Examples are incorporated to support strategy o Answers all of John's questions o Avoids repeating information o Includes strategy for all employees with rationale 	15	
100: Report to CEO		
101, 103, 104: Appropriate Strategy <ul style="list-style-type: none"> o Keeps a clear focus on purpose o Includes a clear sense of audience o Logical reasoning for communication approach o Document(s) match that approach o Establish reason for decision o Includes strategy for all employees o Show benefits of change o Shows awareness of direct/indirect order o Shows awareness of goodwill 	30	

Assignment Examples:

The following document is an example of a non-accessible assignment sheet, as the fonts are hand changed (rather than using the Heading option), the colors are not contrasted properly, and the dashes are hand inserted (instead of done using colons or bullets).

The Communication Strategy

A communication strategy articulates, explains and promotes a particular plan for communicating information about a particular situation or change to a company's stakeholders.

To successfully create this strategy, you will need to consider several issues:

Audiences - Who needs to be reached?

Messages - What messages will be appropriate?

Channels - Which channels of communication will be most effective in reaching your audiences?

Purposes of this activity:

- To develop various strategies for planning, researching, drafting, revising, and editing documents that respond effectively and ethically to professional situations and audiences
- To learn to repurpose information for audience and situation
- To learn and apply strategies for successful collaboration
- To practice using various research methods to produce documents
- To develop project management documents

Scenario

You've been working at Swihart & Frazier for a year now, and you've managed to get yourself noticed through your hard work and excellent communication skills. One morning you get a call from John Swihart, the CEO. He explains to you that the company has to make some changes to its health care plan and is asking for your help in crafting the communication strategy.

This document shows how to make the same assignment sheet accessible through using the Heading feature, color contrast, and bulleted lists.

The Communication Strategy

Why this assignment?

A communication strategy articulates, explains and promotes a particular plan for communicating information about a particular situation or change to a company's stakeholders.

To successfully create this strategy, you will need to consider several issues:

Audiences - Who needs to be reached?

Messages - What messages will be appropriate?

Channels - Which channels of communication will be most effective in reaching your audiences?

How does this meet our outcomes?

- LO 1, LO2, LO3, LO4, LO6: To develop various strategies for planning, researching, drafting, revising, and editing documents that respond effectively and **ethically** to professional situations and audiences
- LO1, LO3: To learn to repurpose information for audience and situation
- LO7, LO8: To learn and apply strategies for successful collaboration
- LO5: To practice using various research methods to produce documents
- LO7, LO8: To develop project management documents

What will you be doing?

1. Identify the audiences and determine how the University should communicate to them. Consider all of the various people and groups connected to a campus. Then, determine what they need to and you plan to make sure they know it.

2. Write a report to the AVP of Communications that provides the rationale behind the rollout you choose. Since you're working directly for her and she will be the one who rolls out the strategy, she needs to know **exactly** why you did what you did. The rationale is your reasoning behind the audiences you identified, the content you think they need to know and why, and why you think these are the best methods to reach them.