

## *Evaluating your work (Word & Publisher)*



My document is \_\_\_\_\_

Once you have finished your work you should think about how it could be improved. This can be difficult to do so below are some questions to help you.

1) When evaluating word or publisher documents think about :

a. Have you done a spell check ? \_\_\_\_\_

b. Is the work well laid out, why do you think this ?

\_\_\_\_\_

\_\_\_\_\_

c. Are the images relevant, why do you think this ?

\_\_\_\_\_

\_\_\_\_\_

d. Is the colour scheme suitable, why do you think this ?

\_\_\_\_\_

\_\_\_\_\_

e. What are the good / bad points of your document, why ?

\_\_\_\_\_

\_\_\_\_\_

2) If you were to start again what would you do differently ?

\_\_\_\_\_

\_\_\_\_\_

3) What other software could you have used to make your document ?

\_\_\_\_\_

