

Presenting information

Name _____ Date _____



In Task 3 of the exam paper you are asked to be creative. Learners tend to lose a lot of marks in this section.

The examiner is looking for:

- use of bold
- use of italics
- use of bullet points
- use of different font styles and sizes – although you should use a consistent font style and size for the body of the text AND NO Word Art
- use of colour for important contact numbers and names
- use of underlining
- use of appropriate images – image sizes must not be distorted
- a well-designed business document
- a clear and informative layout and structure
- a document that addresses the appropriate target audience.

CHUNK THE CHALLENGE

Without looking at the list above, recite all the features the examiner will be looking for!

You are now going to produce two documents.

Think carefully about the key features you will be assessed on.

Level 1 Functional Skills ICT task sheet

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TASK A

Create a menu for an Italian restaurant



- Create a logo for the restaurant company
- You need to have a starter section, main course section and a dessert section
- The information must fit on 2 A4 landscape pages
- Be clear and informative
- State the prices of the food and use relevant images

TASK B

Create a flyer advertising a college production of Romeo and Juliet

- The play will be performed on February 14th
- The information must fit on 1 A4 portrait page
- Be clear and informative
- State the price of tickets
- Use appropriate images



EXTENSION

- Email your menu and flyer to Sir Alan Sugar.
- Ask him if he will hire you to work for him!