

# Section 2 - Planning

Communicating  
Information

# What you have to do

- A hand drawn design of each of your two proposed presentations; (refer to your Aims & objectives).
- Make sure there is plenty of detail:
  - Font types and sizes
  - Text colours and orientation
  - The subject of any text
  - What the graphics are and where they come from
  - Frames, borders etc.

- Make sure the second presentation is of a different type to the first. Examples are;
  - leaflets, or posters,
  - multimedia presentations,
  - Web pages (that link together).
- Give details of where the text comes from. Is it original or does it come from an existing document?
- Give details of where any graphics come from. Are they scanned images, copied from the internet or downloaded from a digital camera?