

WHAT YOU MUST DO

You must create the following documents:

1. Poster
2. Membership card
3. Agenda
4. Timetable
5. Application form

When creating these documents, it is important that you focus on the following:

- Styles of writing and presentation
- Purpose of the document
- Document layout
- Presentation techniques
- Content – this should be relevant and complete

Use relevant information from the scenario in your documents. You should invent any extra details where necessary, to make your documents complete. Print and submit ALL your documents on unfolded A4 paper. DO NOT stick pages together or cut documents from the paper.

Where A4 documents are designed to be double sided, they can be printed either double sided or on two single sided sheets, clearly labelled “front” and “back”.