

Newsletter Checklist

Use this checklist to guide your project work.

Names: _____

Content:

- Our newsletter offers information about the resource we worked with, including their purpose and location.
- Our newsletter includes a main article and supporting articles that address our project work.
- We proofread and carefully craft our writing to make it interesting and relevant to the audience.
- Our newsletter highlights special points of interest related to our project.
- Our newsletter states statistics and includes data to educate others about injury to wildlife.
- We answer the Essential Question, *How can I help protect urban wildlife?*
- Our newsletter provides solutions or ways to prevent injuries.
- Our newsletter is appropriate for our targeted audience.

Organization and Appearance:

- We provide an appropriate balance of graphics and text on each page.
- We use spacing and margins to create a pleasing layout.
- We use appropriate font sizes, image sizes, colors, boxes, and lines to make each page's design neat and attractive.
- We include appropriate graphics and text that emphasize the topics.
- We include the necessary newsletter components, including a table of contents.
- We include an eye-catching first page and title for our newsletter.