

Fact Sheet Collection Assignment



Your Role in This Project

You're part of a professional team on a technical communication project. Traci is your manager in this fictional workplace scenario.

You and your group will write a collection of fact sheets to teach your client's employees about usability, document design, and accessibility.

Why This Project Matters

This assignment helps you:

- Communicate complex info visually.
- Write for real audiences.
- Collaborate on document design.
- Practice accessible communication.



Know Your Audience

Write your report for your client and their employees to use as they revise and improve their organization's website.

Use a respectful, professional tone that's appropriate for external workplace communication.



What to Include

Letter of Transmittal: One-page letter with project overview

Title Page: Collection Title, Prepared for, & Prepared by

Table of Contents: List all fact sheet titles and authors

Fact Sheets: One 2-page fact sheet for each group member, which:

- Focuses on 1 principle (e.g., alt text or heading use).
- Includes clear examples from the chosen website.
- Uses in-text citations with full references at the end of the sheet.
- Includes 3 or more visual elements that demonstrate the principle.

See the [Annotated Collection Template](#) (coming soon).

Success Tips

- Coordinate as a team for a consistent look.
- Include examples from your chosen website.
- Check your sheet's accessibility and usability.
- Cite your sources clearly and accurately.



How You'll Be Graded

See the rubric on the assignment page for full criteria.

You will receive an **individual** grade for the collection.

Check the assignment page for details on assignment dates.

