# Fact Sheet Collection Self-Check Questions

Our fact sheet collection focuses on a client website that uses English, that fits with the VT Principles of Community, that includes at least 8 to 12 webpages, that is managed by a specific person, and that was not designed or written by Traci.

Our fact sheet collection includes a letter of transmittal written in standard memo or letter format and document design, with single spacing within paragraphs and double spacing between paragraphs. It is written to the client website’s owner or manager and uses the appropriate name, job title, and address.

Our letter of transmittal includes paragraphs on the following: 1: Purpose and Delivery, 2: Background, 3: Contents and Value, 4: Relevance to the Client, and 5: Contact and Next Steps.

Our fact sheet collection includes a properly formatted title page, which lists a strong title, the name and address of the person whom the collection was prepared for, and the names of the people who prepared the collection.

Our fact sheet collection includes a properly formatted table of contents, which lists all fact sheets, with the name of the person who wrote each one, and the page the fact sheet begins on.

Our fact sheet collection includes a fact sheet for each participating member of the group, and has been designed for consistency among the sheets.

My fact sheet includes a clear and specific title and my name as the author.

1. My fact sheet explains why the topic matters (2–4 sentences).
2. My fact sheet explains 3–5 essential facts in bullets, stats, or short paragraphs.
3. My fact sheet supports key points using charts, screenshots, or diagrams; place visuals near relevant text (in proximity).
4. My fact sheet uses clear section headings for easy scanning, with the main heading as the largest and subheadings smaller.
5. My fact sheet cites all data and claims; include links or footnotes; full references at the end; use a consistent citation format across the group.
6. My fact sheet indicates when the fact sheet was created or updated.
7. My fact sheet uses headings, subheadings, and other text features to make information easy for readers to find and read. The headings and subheadings are specific to the document. They are not general headings such as Introduction.
8. My fact sheet uses well-integrated and well-designed visuals to clarify the information. Each visual element has a label with its name. The text in the document refers specifically to the visual by name. The visual is inserted in the document near its mention in the text.
9. Our project is original, written by our group, not copied or rephrased from another source.