|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CATEGORY** | **4 - Excellent** | **3 - Good** | **2 – Improvement needed** | **1 – Not good** |
| **Coverage of the topic – Safety in the Sun** | Details on the poster capture the important information about the topic and increase the audiences understanding.  | Details on the poster include important information but the audience may need more information to understand fully.  | Details on the poster relate to the topic but are too general or incomplete. The audience needs more information to understand. | Details on the poster have little or nothing to do with the main topic. |
| **Use of images/graphics** | All images are related to the topic and make it very easy to understand.  | Most images are related to the topic and most make it easier to understand. | Some images relate to the topic. | Images do not relate to the topic. |
| **Organization** | Information is very organized with clear titles are subheadings. | Information is organized with titles and subheadings. | Information needs better structure. | The information appears to be disorganised. |
| **Layout and design** | All information on the poster is in focus and can be easily viewed and identified from 6ft away. | Most of the information on the poster is in focus and the content easily viewed and identified from 6ft away. | Some of the information on the poster is in focus and the content is easily viewed and identified from 4ft away. | The information on the poster is unclear or too small. |
| **Sources** | All sources (information and graphics) are accurately documented.  | Most sources (information and graphics) are accurately documented, but there are a few errors in the format. | Some sources (information and graphics) are documented, but information is incomplete or many are not in the desired format. | Sources are not accurately documented.  |
| **Mechanics** | No grammatical, spelling or punctuation errors.  | Almost no grammatical, spelling or punctuation errors. | A few grammatical, spelling, or punctuation errors. | Many grammatical, spelling, or punctuation errors.  |
| **Radio Advert** | Original idea and catches the attention of the listener. Key message is very clear. Expressive and creative voices and/or music are used throughout. | Good idea. Key message is clear. Some expressive and creative voices and/or music are used at times. | Idea is lacking originality and struggles to catch the attention of the listener. Key message is not very clear. No voices or music used. | Idea is not original. The key message is not clear at all. No voices or music used. |
| **Presentation** | The presentation was the appropriate length. It did not seem hurried or too slow. The group spoke clearly and distinctly and established eye contact with the audience.  | The presentation was the appropriate length but seemed slightly hurried or too slow. The group spoke clearly most of the time and established eye contact with the audience. | The presentation was the appropriate length but seemed very hurried or too slow. The group spoke clearly and distinctly only some of the time and/or establishes little eye contact with the audience. | The presentation was too long or too short. The group did not speak clearly most of the time and established little eye contact with the audience. |

**Shortlisted Group Submission Form (1 per school)**

**School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pupil Names:** 1.

(max 6) 2.

 3.

 4.

 5.

 6.

**Check List**

Poster

Radio Advert (on usb)

Any other supporting material

**Shortlisted entries to be presented to the Airport Bosses on the 6th July 2017 at Manchester Airport’s head office either in person or via a Skype video call.**