RCC QEP Appropriate Formatting Communication Guidelines

The third QEP Student Learning Outcome states that students will select and use appropriate means and methods to communicate thoughts and ideas.

Oral Presentation: To what extent does the visual aid support the presenter’s message?

☐ Introductory information with title and student’s name
☐ Visual aid supports the introduction, body, and conclusion
☐ Professional design that is balanced without clutter and grammatically correct
☐ The presenter uses the visual to supplement the presentation and does not read directly from it.

Written Activity: To what extent does the written activity mirror a prescribed style and format?

☐ Cover page or header with name, instructor, course, and date
☐ Title is grammatically correct and centered
☐ Appropriate margins and font size
☐ Contains an appropriate introduction, body, and conclusion (separate paragraphs)
☐ Contains citations and reference page in the appropriate format (if applicable)
☐ Minimum of one typed page