



Preparing a Report

Takes stock of his/her discoveries:
Writes a report on his/her experiential job-shadowing activity(ies)

Message ▼

What is my message?

What am I trying to say or tell people about?
What are the main points I want to hit?
What are some interesting things I would like to add?

Audience ▼

Who is my audience?

What do I know about them? What do they like or dislike? What do they already know about what I am communicating?

Mode ▼

What is the best way to get my message across?

To what does it best lend itself? What do I need to include? Spoken or written words? Pictures or photographs? Tables and charts? Music or sounds? Gestures? Actions?

Purpose ▼

Why am I communicating?

What do I want to happen? How do I want people to feel? Do I want their opinions to change? Do I want them to feel inspired?

Media ▼

How will I put it all together?

What media can I use to pull together the different modes I have chosen?
Poster? Written and illustrated report?
Presentation with visual aids? Video?
Slide show? Skit or play?

