

Report Reviewing Professional Documents

Tesco Report: “One Team Around The World”

It is a report for Tesco. It is meant for showing an adult audience of investors how many stores Tesco has around the world. It tells the reader how Tesco is expanding world-wide. This document uses a number of presentation features. It is very formal and factual. There are two different types of charts used, firstly a stacked bar chart to show improvements over a number of years stacked bar chart shows the different areas of the world that Tesco has stores at the same time. Secondly, pie charts show the current situation of different aspects such as the number of employees in the UK, Asia and Europe. The line spacing changes a number of times through out the document. In the introductory paragraph the lines are on at least double spacing, whereas on the table the line spacing is single.

To produce this high quality document you would have to use a spread sheet program such as Microsoft Excel to produce the graphs, charts and tables. Also a desktop publisher for the smart layout may have been used. The makers of this document would have use large monitors so they could see the whole thing at once. A colour laser printer would have been used so to produce high quality colour print outs quickly. A mouse, keyboard and processor would have also been used. The document uses tables charts and graphs to show information easily. Design guides have been used to make it satisfying to the eye and easy to make sense of the information. To frame the text large margins have been used. For what it is trying to say, it is very good at it. To improve it I would suggest putting a logo on it some where to make it clearer that it is from Tesco.

Gloucestershire Governor Newsletter

The document is called The Gloucestershire Governor Newsletter. It is designed for school governors this means it will be angled towards the older generation. It is designed to inform them about current affairs involving members of the Gloucestershire education council.

On the front page of the newsletter, the writers have used two quite big pictures of the people featured in the main article; this helps support the text in the article. Bullet points are used to make the information easier to read and take in. Big, bold headings have been used to make it clear what the articles are about. To produce a document like this newsletter, a desktop publishing program would probably have been used so the writer could lay the text, photos and headings out easily. The text would have been drafted in a word processing program. E-mail may have been used to gather the articalls. Also, a program such as Paint Shop Pro might have been used to resize the images. To get the images on to the computer, a digital camera or scanner would have been. As well as a mouse, keyboard and processor an A4 monitor may have been used to allow the document to be viewed a whole page at a time.

At the top of the page, there is a large heading saying “The Gloucestershire Governor”; next to this is the County Council’s education logo to tell the reader who produced it. Under this is a text box with the date and issue number in. Then there are two articles, the first of which has two quite big photos with a caption thanking The Citizen. Both articles have a few sentences in bold out lining the contents of the

piece. At the bottom of the page, there is a box with a thick border telling the reader what's inside the issue.

The document does what it sets out to quite well. The document is easy to read and is very informative. The diction is angled towards the older generation. To improve it, I would standardise all the text to one font and align all of the heading to the centre. To improve it I would put both articles into columns.

Year of the Teacher Review

The document is a PowerPoint Presentation about the "Year of the Teacher". It is aimed at school pupils aged between 11 and 16 year olds. It is designed to tell the pupils how some of the teachers at Deer Park got into teaching. It is meant to promote the Year of the Teacher scheme. On each slide of the presentation there is a photo of the teacher as a child as well as a recent photo of them teaching and a quotation in a speech bubble.

The colour scheme is aimed to catch teenager's attention. All the slides have the same format; this is good as it makes it clearer to read and less confusing. To produce this presentation a word processor, such as Microsoft word, may have been used to draft the text content. An image editing program like Paint Shop Pro might have been used to edit and re-size the photos. PowerPoint was used to put all the information together. An Internet browser like Microsoft Internet Explorer may have been used to e-mail ideas around staff and to ask them to bring photos of themselves to him. A scanner and a digital camera would have been used to get the pictures onto the computer. A monitor, mouse and processor would also been used. As it is designed as a presentation you would not need a printer

The document does what it is designed for very well. The photos of the teacher when they were teenagers and the music keeps the pupils interested and amused.

Maplins: Despatch note to Mr Ling

The document is a despatch note to Mr Ling for Maplins. The document is aimed to show customers the items they have ordered and should be in the package from Maplin Electronics. It also includes contact details of the company.

The different types of presentation features used are contrasting colours to make it easy to tell the difference between the sections. Because the blue represents the headings, the pink represents the set information like the company's address. And the white has the information that changes for each customer such as what items they have ordered and how much they cost. They have also used A big logo in the corner of the document to distinguish what the company is called. They have used to different fonts to represent the information that appears on everyone's bill and the information that changes depending on the persons who's bill it is so this is in a more clearer type.

The software that may have been used to produce this document may have included a Desktop Publishing or a word processing package to draft the text and lay out the template. They may also have used a graphical editing program to design the logo. A spread sheet program would have been used to store the customers names and addresses that needed to be merged. The hardware that may have been used to

produce a document like this one would have been a monitor, processor, mouse keyboard and, judging by the font and the perforated paper, a dot matrix printer. Dot matrix printers are very fast, cheap and reliable so they are good for printing letters such as this despatch note. However, they are very noisy.

The document is clearly laid out so you can see each section. For example the amount to pay has a different colour around it. And it puts each part into a different box to keep every thing separate, so it's easy to see the part you want to look at. The document shows what it needs to show without looking to complicate and confusing. To improve it, Maplins could put the total price in a larger font so it is easier to see.

Game website evaluation