

Communications Manager Data Checklist

I am responsible for:

- Providing the necessary communications for those students who may have trouble reading written texts
- Scheduling when the activities or game will take place
- Designing suitable invitations ready for both the class guests and also for the wider community (Principal, librarian, parents)
- Providing guidelines for eating, sitting and addressing people that will help everyone understand each other and get on together.

I must write the URL of each link I have used in the table below, as well as any information I'm going to use.



Who am I planning for: _____

(Describe the child you are studying)

Considering written information Will everyone be able to read what is written? Can pictures, symbols, or diagrams help get the message across?	
Considering Manners How do you make a greeting? Do you need to make eye contact? Do use of hands, feet, heads or other body parts show good manners or the opposite?	
Considering Food What utensils are needed? How much food is enough? Can hands be used to eat with?	
Considering the Invitation What do the invitations need to have eg. date, time? How can the invitation be written politely?	
Best Selections What are your final choices?	