

Organization and Planning Assessment

Fill in the blanks.

1. A problem that plagues many yearbooks is the _____ range of students actually photographed throughout the yearbook. A good yearbook would be well-balanced and wouldn't have any _____ in the final photos that end up in the book.
2. The number of pages you can fit on a signature is _____.
3. Even page #'s are located on the _____ hand side of a 2 page spread, while odd pages are located on the _____ hand side.
4. _____ and _____ are two great ways of selling space in the yearbook to raise money.
5. Deadlines should be completed at least _____ from its actual due date.

Match.

- | | |
|--------------------------|-------------------------------------------|
| A) Yearbook publisher | J) Follows instructions |
| B) Advisor | K) Edits photos |
| C) Editor | L) Proofreads written mistakes |
| D) Graphic Design Editor | M) Contracts ads |
| E) Copy Editor | N) Teacher sponsor |
| F) Section Editors | O) Company |
| G) Photography Editor | P) Motivates |
| H) Business Manager | Q) Student life, academics, sports, clubs |
| I) Staff Members | R) Creates templates |

What piece of software would you use to design a page layout?

Why is it ideal to keep your files on an external harddrive?

My score:

/16

- 16 = You're really getting this stuff!
- 12-15 = Very good!
- 9-12 = Good work.
- 0-8 = You might want to try this unit again.