Document Design – Note-taking

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| ENGAGE – Take notes while your watch the video!  |
| As you watch the video, complete the following questions! These are designed to keep you focused and help you identify any gaps in your basic communication skills. You will be expected to apply these skills in your assignments for this course.  |
| **Fill in the table as you watch the video:** |
| Question | Answer |
| What are the 3 design requirements for quality Document Design? |  |
| For each of the 3 design requirements, note why each one is so important for successful communication.  |  |
| 5 Principles of Document Design – List the 5 principles in the 5 boxes on the left. On the right, fill in the key techniques you can use in completing your assignments for this term.  |
| Principle for Design | Key techniques you can use. |
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| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |