

# Guidelines for Quality Products

These are guidelines Allison, Larry, and Juanita might have used in creating their products.

QUALITY STANDARDS FOR A BOOK	
COMPONENTS	CHARACTERISTICS
Title	Catchy • Relates to topic
Cover	Neat • Attractive • Relates to topic
Content	Accurate • Correct writing mechanics • Interesting
Layout	Organized • Neat
Working Bibliography	Correct format • All sources listed
OPTIONAL	CHARACTERISTICS
Table of Contents	Usable • Accurate • Correct placement
Illustrations	Add to content • Easy to see • Pleasing use of color and background • Diagrams, graphs, and charts clearly labeled
Index	Usable • Accurate • Correct placement
Glossary	Key vocabulary words related to the topic • Accurate definitions and spelling

QUALITY STANDARDS FOR A PRESENTATION	
COMPONENTS	CHARACTERISTICS
Introductory Statements	Catches audience attention • Sets foundation for body of presentation
Body (Main Content)	Accurate • Complete knowledge of topic • Logical sequence • Understandable
Closing Remarks	Summarize main points
Delivery	Good voice tone and volume • Eye contact with audience • Poised • Within assigned time frame
Visuals	Interesting • Neat • Correct writing mechanics • Related to topic • Enhance understanding of oral presentation