**EVALUATION TOOL FOR LAYOUT AND DESIGN**

**SLK DepEd-developed SPJ 5**

Learning Area : SPECIAL PROGRAM IN JOURNALISM Grade Level: Grade 5

Title : Using Appropriate Language and other Technical Terms in Writing Sports News

**Instructions:**

1. Carefully read the learning resource (LR) page by page to evaluate the LR for compliance to standards indicated in the criterion items under the four (4) factors below.
2. Put a check mark () in the appropriate column beside each criterion item. If your answer is NO, cite specific pages, briefly indicate the errors found, and give your recommendations in the attached *Summary of Findings, Corrections, and Review* form.
3. Write *Not Applicable (NA)* for criterion items that does not apply in the LR evaluated.
4. Based on the number of criterion items marked “YES” under each factor, mark the appropriate column to indicate if the LR complied or not to the standards.
5. For factors with items marked *Not Applicable*, count the total applicable criterion items and multiply this with **70%** to determine the cutoff for compliance.

|  |  |  |
| --- | --- | --- |
| **Standards / Criterion Items** | **Yes** | **No** |
| **Factor I. Physical Attributes** |
| **A. Cover Page** |
| * + 1. Cover art is appropriate, relevant, and interesting.
 |  |  |
| 1. Cover elements are correct and complete. (i.e., w/ grade indicator & learning area, book title & type (LM, TG), cover art, DepEd text entries, spine entries, back cover entries)
 |  |  |
| 1. **Front Matter Pages**
 |
| 1. All necessary elements are complete (e.g., title page, copyright page, table of contents, and introduction / preface (optional)).
 |  |  |
| 1. Page numbers are set in lowercase roman numerals; centered at the bottom of the page; no page numbers on the title and copyright pages.
 |  |  |
| 1. **Inside Pages**
 |
| 1. Beginning page of the LR consistently falls on the right-hand page.
 |  |  |
| 1. Pagination is set in Arabic numerals and centered at the bottom of the page.
 |  |  |
| 1. Spaces between letters, words, and paragraphs facilitate reading.
 |  |  |
| 1. Page endings do not end with a hyphenated word or an awkward page turn. (i.e., there are at least two lines of text below a text head at the foot of a page.)
 |  |  |
| 1. There is a maximum of only three consecutive hyphenated words in a paragraph.
 |  |  |
| 1. Pages have no bad breaks which affect readability.
 |  |  |
| 1. **Back Matter Pages**
 |
| 1. Has useful back matter pages (e.g., glossary, bibliography, index, appendix, etc.)
 |  |  |
| **Note:** At least 8 criterion items must be marked YES to indicate compliance to this factor. | **Complied** | **Not Complied** |
|  |  |
| **Factor II. Design and Layout** |
| Consistency of elements (i.e., main heads, subheads, sections, and subsections are consistently classified) |   |  |
| * + - 1. Simple (i.e., does not distract the attention of the reader)
 |  |  |
| * + - 1. Attractive and pleasing to look at
 |  |  |
| * + - 1. Adequate illustrations in relation to text
 |  |  |
| * + - 1. Harmonious blending of elements (e.g. Illustrations & text)
 |  |  |
| * + - 1. Suitable to the target users
 |  |  |
| **Note:** At least 4 criterion items must be marked YES to indicate compliance to this factor. | **Complied** | **Not Complied** |
|  |  |
| **Factor III. Typographical Organization** (e.g., size of letters, choice of font, use of boldface and italics, etc.) |  |  |
| * + 1. Size of letters is appropriate for the target user.
 |  |  |
| * + 1. Font styles used are appropriate for the target user and easy to read.
 |  |  |
| 1. Size of letters and choice of font enable the target users to easily identify themes / ideas and rank them in order of importance.
 |  |  |
| 1. The use of boldface and italics are relevant and appropriate to the text.
 |  |  |
| **Note:** At least 3 criterion items must be marked YES to indicate compliance to this factor. | **Complied** | **Not Complied** |
|  |  |
| **Factor IV. Visuals** (e.g., illustrations, photographs, maps, tables, graphs, etc.) |  |  |
| * + 1. Supplement the text
 |  |  |
| * + 1. Clarify the concept / topic and facilitate comprehension
 |  |  |
| * + 1. Consistently clear in content and detail
 |  |  |
| * + 1. Relevant to the learner’s age, culture, and life situation
 |  |  |
| * + 1. Sustain interest and do not distract the learner’s attention
 |  |  |
| * + 1. Appropriately placed in the page and proportionately drawn in size
 |  |  |
| * + 1. Properly labelled / captioned (if needed)
 |  |  |
| * + 1. Artistically appealing, simple, and easily recognizable
 |  |  |
| * + 1. Realistic and use appropriate color (optional) where needed
 |  |  |
| * + 1. Colored visuals are set in greyscale for black-and-white reproduction
 |  |  |
| * + 1. Line drawings are not shaded to avoid poorly and blotchy printed pages
 |  |  |
| * + 1. Illustrations of animals and people are facing inside the page
 |  |  |
| * + 1. Illustrations of a process involving separate steps or actions have individual pictures or frames
 |  |  |
| **Note:** At least 9 criterion items must be marked YES to indicate compliance to this factor. | **Complied** | **Not Complied** |
|  |  |

**Recommendation:** (Please put a check mark ( ) in the appropriate box.)

**Minor revision.** This material is found compliant to the minimum requirements of all four factors. Revision based on the recommendations included in the *Summary of Findings, Corrections, and Review* form and LR with marginal notes must be implemented.

**Major revision.** This material is non-compliant to the requirements in one or more factors. Revision based on the recommendations included in the *Summary of Findings, Corrections, and Review* form and LR with marginal notes must be implemented.

**For field validation.** This material is found compliant to all factors with NO corrections.

I / We certify that this evaluation report and the recommendation(s) in the summary report are my / our own and have been made without any undue influence from others.

Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date accomplished: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_