OPENCLASSROOMS

Example Notice with Accessibility Corrections

Course: [Write Clear, Accessible Communication People Can Use]



Compare this model with your revision of “Team Notice for Accessibility Practice.” It preserves the supplied facts while correcting the four features identified in that resource. The notice has its own title and four section headings at the same level. The sample form is included, so no external page is needed.

Contribute a Work Tip to the Team Resource Board

This fictional notice is for colleagues new to the board, including colleagues without shared-folder access.

Prepare One Reusable Tip

- A title.
- A short explanation of the work tip.
- An example showing the tip.

Leave real client details and other personal information out of your example.

Choose a Submission Route

Use the Sample Submission Template on the next page. Send your tip to the resource-board editor using the submission template, or give the editor a printed copy.

Understand What Happens Next

The editor reviews submissions each Wednesday. Receiving your tip does not guarantee publication. Only the editor marks a tip as published.

If the editor requests changes, revise your tip and send it again before the editor considers it for publication.

Ask the editor for help with the template or submission route.

Sample Submission Template

Tip title: [Write here.]

Short explanation: [Write here.]

Example without real client details or personal information: [Write here.]

Compare the Four Corrections

1. **Heading roles:** the notice title introduces the whole message; the four section headings organize the steps and form beneath it. The roles express the relationship between sections, rather than a preferred font size.
2. **List structure:** three bullets make the three required pieces easy to distinguish. A numbered list would suggest an order that the source does not require.
3. **Link text and destination:** “Open the Tip Submission Template” names the same destination as the original link. The accompanying sentence also locates the form for a reader using paper.
4. **Submission instruction:** the named template route replaces “the green box,” and the printed-copy alternative remains available.

Your wording can differ if it preserves these relationships and all source facts. Compare the full notice, including what happens after submission and where to get help.

Separate Your Revision from Publication Checks

You can check the wording, visible organization, listed requirements, and named destination in your revision. A printed copy cannot show whether heading, list, and link information is correctly stored in a digital document. Those features need checking in the published file. This model is a correction example, not a certificate of accessibility.