OPENCLASSROOMS

Team Notice for Accessibility Practice

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



Use this resource with the chapter “Remove Barriers You Can Control as an Author.” All people, rules, and materials in the notice are fictional. You can complete the exercise on paper or in your usual writing notes.

Read the Supplied Structure Notes

These notes describe the original draft. They supply information that its printed appearance alone cannot establish:

- The notice title and four section labels were entered as ordinary paragraphs and made large and bold. They were not assigned heading roles.
- The three required pieces of a tip were entered as one paragraph.
- The link text was “Click here.” Its destination was the Sample Submission Template included at the end of the notice.
- The link appeared in a green box. The submission instruction referred to that color instead of naming the template.

Use these supplied facts when explaining your corrections. You do not need to inspect a file or identify a color on this page.

Read the Draft Notice

The passage below reproduces the draft's wording. Its title and section labels remain plain text within the excerpt.

> 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

Click here

Use the option in the green box to send your tip. You can also 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.]

Prepare Your Revision

In your notes, produce a corrected notice that:

1. Identifies the notice title and four section headings. Mark their roles beside your copy, with the four section headings at the same level.
2. Presents the title, explanation, and example as three bullet points.
3. Replaces “Click here” with words that name the Sample Submission Template. Keep that destination and include a direction that works on paper.
4. Names the submission action and preserves the printed-copy option without relying on color.

Keep the review, publication, revision, personal-information, and help rules. Do not complete the sample submission fields or submit a real tip.

Explain each correction in “Record Your Document Corrections” in your writing template. Compare your work with “Example Notice with Accessibility Corrections” after making your attempt. A labeled paper revision shows your intended structure; it does not establish the technical structure of a published digital file.