

Wiki Group Checklist

1. Content

- Our Wiki page has a clear and suitable title.
- The introduction explains the topic of our page.
- We present at least two important findings from the class survey.
- We explain what the survey results show about teenagers' digital habits.
- We include useful advice for healthier, safer and more balanced digital habits.
- Our information is organised into clear sections.
- We use headings and subheadings to help the reader.
- We have included all the information required by the task.
- Our conclusion summarises the main message of the Wiki page.

2. Language

- The text is written in English.
- Our sentences are clear and easy to understand.
- We use vocabulary related to digital life, media and online habits.
- We use expressions for presenting results, such as:

- *According to our survey...*
- *Most students...*
- *More than half of the students...*
- *Only a few students...*

- We use suitable structures for advice, such as *should*, *shouldn't*, *must* and *mustn't*.
- We have checked grammar, spelling, punctuation and capital letters.
- We have avoided copying text directly from websites.
- The style of the different sections is consistent.

3. Organisation and Wiki Structure

- The page is divided into logical sections.
- Each section has a clear heading.
- The paragraphs are short and focused on one main idea.
- Important words or ideas are highlighted appropriately.
- Images, charts or links are placed next to the relevant information.
- All links work correctly.
- The page is easy to read and navigate.
- We have not added unnecessary information or too many visual elements.

4. Collaboration

- Every group member has contributed to the Wiki page.
- We agreed on roles before starting the task.

- We respected the work and ideas of the other members.
- We did not delete or change another student's work without discussion.
- We used the revision history to check the development of the page.
- We discussed important changes before making the final version.
- All members reviewed and approved the completed Wiki page.

5. Sources

- We used reliable and suitable sources.
- We checked who created or published the information.
- We checked whether the information was recent enough.
- We wrote the information in our own words.
- We included the titles or links of the websites we used.
- We credited the creators of images, graphs or other material.
- We used copyright-free material or material that we had permission to use.

6. Digital Ethics and Safety

- We have not included students' full names or personal information.
- The survey results are presented anonymously.
- We have not uploaded private photographs, messages or account details.
- Our language is polite, respectful and inclusive.
- Our page does not offend, embarrass or stereotype anyone.
- We have checked that the information is accurate and not misleading.
- We respect copyright and digital ownership.
- We understand that all edits remain visible in the Wiki history.

Final Check

- Our Wiki page is complete and ready to publish.
- Our Wiki page needs a few small corrections.
- Our Wiki page needs further work before publication.

Corrections or improvements we need to make:
