

## Creating Effective Handouts for Class Presentations

A handout should not be something that is thrown away. It must have value to the person receiving it. The purpose of a presentation handout is help attendees remember key or important points from the presentation. Value is created if an attendee can refer to the information and apply it later on. Think of a handout as a quick guide or resources, but it should not be the complete presentation.

The effective use of handouts:

- They must be simple and not contain complex ideas or instructions
- Use bullet points or numbered lists. This saves time for the reader and saves valuable paper space
- Graphics may be beneficial to the reader, but chose graphics wisely and don't provided too many
- Use an easy to read font and font size. Generally, the font size should be no less that 12 point
- Ensure there is white space on the all margin, which is usually a 2.54 cm margin all around
- There are many types of layouts, such as landscape, brochure or a flyer. Choose the one that is easiest for the reader
- Handouts are a maximum of two pages

Remember, the reader is the most important person reading the handout. Ensure you have clear ideas of what you think they will need to remember from the presentation six months or even a year later. For example, they will want the steps or tips to help them complete a task, not an historic review of the task or an explanation of why the task is important.