A handout on handouts

When making handouts, ask yourself the following questions:

1. What is the purpose of this handout?
   – Why am I giving it out?

2. Have I considered the following when planning my handout?
   - **Layout**
     Clear title, margins and spacing, sub-sections clearly indicated
   - **Language**
     Vocabulary, grammar, use of jargon
   - **Presentation**
     Hand-written, typed or word processed, drawings, pictures

3. When do I give it out?
   - **Before** the session if ________________________________
   - **During** the session if ________________________________
   - **After** the session if ________________________________

4. What are the advantages of using **incomplete** handouts?
   1. _____________________________________________
   2. _____________________________________________

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