




The ultimate guide to creating meaningful and useful handouts






A handout is a tailor-made scaffolding  for your students. It helps you **save time**  and makes sure students take what is the **most important** from your class. It also makes your **lesson more memorable**.

Below, you will see some tips on how to create a good handout using a word document.

General

- ✓ Make it inclusive and appealing to the eye.
- ✓ Give it a professional look – make sure the formatting is consistent.
- ✓ Narrow the margins to maximise paper capacity .
- ✓ Have clear instructions.

The devil's in the detail

1. Encourage student's input.	2. Use bullet points and experiment with <i>fonts</i> (size 14 minimum).	3. Use numbers for easy tracking.
4. Highlight  new sections and headings.	5. For clarity, include some information in tables.	6. Add images  and symbols  for better understanding and remembering.
7. Use SmartArt and shapes.  	8. Include weblinks or QR codes.	9. Write your idea here:

Final touches

- ✓ Proofread it.
- ✓ Insert page numbers. It makes it easier to navigate if you use a booklet.
- ✓ Use a relevant name for the document for easy search.
- ✓ Save the document as .pdf.

