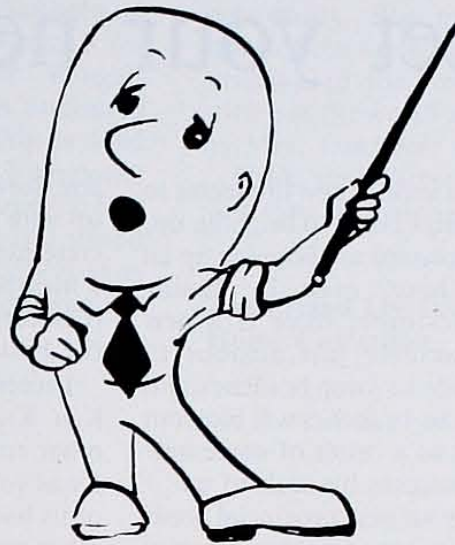


information you should know

How to use a flipchart

Perhaps at your next meeting, you'll be making use of a flipchart in a presentation. Here are some helpful hints for successful flipchart use from Janet Horner, manager of Youth Education, Rural Organizations and Services Branch. If you'd like to borrow a flipchart, ask at your local agricultural office. If they don't have one, they'll be able to suggest where to get one.



1. Never use a flipchart with a group over 100 people.
2. Prepare as much as you can ahead of time.
3. Leave the bottom 1/3 blank. In this way people at the back can see.
4. Print *large* letters *legibly*.
5. Don't talk *to* the flip chart. (It cannot reply!) Write. Turn. Talk.
6. Use key points with good titles.
7. Prepare complex pages ahead of time in pencil. Trace over with marker.
8. Put hard-to-spell words in top left hand corner. You will *look* intelligent!
9. Wait 20-30 seconds for your audience to read before turning the page.
10. Flip with finesse — practise! Use tabs if presentation is prepared.
11. *Rip* with a matador flourish!
12. If posting pages, prepare your masking tape ahead of time.
13. Use 2 or more flipcharts for smooth, fast flowing presentations.
14. Use strong bright colours (red for emphasis only) for markers.
15. Use one colour for a heading and another for text.
16. Put the marker down when you are finished writing. Fiddling is distracting.
17. Use "add-on" pieces for emphasis.

Yesterday is gone forever,
Not one step can we recall,
It has joined the endless ages
Leaving memories — that is all!

Let past failures not defeat us,
Nor our victories beguile,
Not spend our days in idle musing,
Time is passing all the while.

We must sponsor many projects,
In cooking, crafts and fair work too.
We will assist and cheer the aged and lonely
And to our motto, let's be true.

The convenors work so faithfully,
To cover every phase,
With papers, speakers and much more
To fill our busy days.

So courage, sisters, let's go forward
Following the Hoodless light,
That we in dedicated labors
Will prove Institute a beacon bright!

The future days await our action,
In promoting things worthwhile,
Ever serving Home and Country,
Just embracing all mankind!

Mrs. L.H. Janes
White Lake W.I.