Poster Board

Getting Started
Organize your outline into 4 sections (Title, Introduction, Body, and Conclusion)
Identify the content in each section and write in an outline form before creating first draft.
Show your experience instead of summarizing

1. Use active verbs
2. Coherent sentence fragments
3. Simple sentences
4. Graphic terms or descriptive terms
5. Specific examples
6. Illustrations

Organize your texts and illustrations

1. Balance text, white space, and illustrations
2. Effectively use typography (no more than 3 font sizes; no more than 3 highlighting devices, consistent style of font)
3. Logical use of illustrations, headings, bullets, and texts
   a) Illustrations and texts must match
   b) Transition from text to illustration must be logical
   c) Use Bold for main headings, underline subheadings
   d) Maintain consistent font, bullets, headings, etc.

Structural Points

1. Large size font (read from 3-5 feet)
2. Use color to your advantage (Professional)
3. Readability (Avoid using acronyms, polysyllabic words, or abbreviations)
4. Photographs must be formatted for visual acuity
5. Spell check, edit for correct homonym, grammar, and punctuation