



## A Handout on Handouts

1) Identify need.

If handouts frequently ask the same question about a particular concept, a handout saves the instructor time explaining and gives students a chance to learn a concept independently.

2) Decide on a suitable format.

- flow chart
- graph form
- table form
- solution form (examples)
- paragraph form
- outline form

3) Keep intended audience in mind when writing a handout.

- be clear and use language a student can understand

4) Write the handout as a supplement.

- keep in mind that a handout is an “extra” for understanding a difficult concept and is not meant to replace the text or lecture notes
- keep is brief
- use alternate teaching methods

5) Seek other opinions.

- ask professors for input
- ask fellow colleagues for input

6) Evaluate the completed handout.

- ask lab counselors/tutors about effectiveness
- ask students who will use the handout about ease of understanding