

Tips for Use of Flip Charts

- Prepare how you will use it in advance.
- If you prepare it prior to class, cover it until it is ready for use.
- Print in block letters 2 to 3 inches high.
- Do not fill page from top to bottom.
- Write memory aids in light pencil on page corners.
 - Remember key words, items, lists, etc.
 - To key what to do next (go to PowerPoint slide, etc.)
- Use black or blue markers; highlight with other colors (avoid green).
- Have masking tape strips or pins ready if you are posting pages on a wall.
- Stand next to and not in front of the flip chart while you are writing.
- Leave blank pages between prepared pages to capture audience responses.
- When you are done with the chart, cover or remove the sheet to return focus to you. The students may remain focused on the flip chart when they should focus on you.