

Tips for Use of Handouts

- If at all possible, put handouts in the course binder prior to the course session.
- If that is not possible, distribute at the end of the presentation so the students pay attention to you and not the handout (unless the handout is needed during the presentation).
- Distribute handouts during the presentation, at the time they are needed. Preferably, the handouts should be distributed by an assistant.
- Spell check the handout!
- Make more copies than you think you will need; do not come up short!