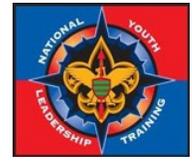




# Monmouth Council, BSA Brownsea National Youth Leadership Training



## Using Flip Charts

Although excellent flip chart pads are available commercially, you can make your own with a tablet of newsprint, artist's pad, or even sheets of construction paper, newsprint, or brown wrapping paper.

If paper is not in pad form, reinforce the top of the sheet with a double fold of paper or cardboard. Staple sheets together or fasten with lightweight bolts and thumbscrews.

If the flip chart is not self-supporting, tie it to the top of a stand, or easel, or movable clipboard. You can improvise a stand by using the back of a chair or an upended table.

It's a good idea to write out the flip chart in miniature while you are planning it. Changes or corrections can be easily made before you make the actual chart. Here are some organization tips:

- First page should be the title page and identify the speaker(s).
- Second page should define the subject with learning objectives.
- Following pages should explain the subject. Explain why the subject is important.
- Summarize what was just covered.
- Review the learning objectives by turning them into questions.
- Ask for questions and actions on the last page.

Tips to produce flip charts:

- Use large *neat* lettering that can be seen at the back of the audience. (Practice if you don't do this well, or get help from someone who can.)
  - 15 ft: 1" high (Patrol presentations)
  - 35 ft: 1½" high (Troop presentations)
  - 50 ft: 2" high
- Use wide line marking pens.
- Use lower case lettering, which is generally easier to read.
- Select high-contrast colors.
  - Black, brown, purple, blue
  - Avoid red, green and yellow (red and green are bad for colorblind; yellow is always bad)
- Place a lined sheet as a guide behind the chart you are writing
  - Keeps the lines straight
  - Keeps the lettering the same size
- Write lightly in pencil the text you want to be remind to write on the chart.
- Leave a blank sheet between charts
  - So the next chart does not show through
  - In a pinch, it gives a blank sheet you can write on
- Make the main idea the largest and boldest.
- Emphasize or underline key words
- Use key phrases, not whole sentences.
- Use sticky-tabs behind the sheet in front of each chart
  - You can easily grasp and flip to the next chart
  - Use different colors to mark title pages or subject sections

Tips for using flip charts

- Position the chart so it is visible to all. Watch for the people to the sides.
- When taking participants inputs, write them down verbatim.
  - Ask the participant to summarize if it is too long.
  - Ask a partner to write for you so you can keep your focus on the participants.
- Stand with the chart on the opposite side of your writing hand to avoid crossing in front.

