



PACE Performance Assessment of Critical Elements

Things to Remember About Your Visual (Chart or Poster)

- The visual must stand alone. It should not need verbal explanation. If you were to leave the room, someone could look at it and understand the information.

Words

- Use bullet statements to convey information-no paragraphs.
- All printed information should be neat and uniform.
- Adjust font/print sizes to represent the importance of information. The title, or question, needs to be bolder and larger than other information. Main points of information should be larger than supporting details.
- Do not use more than 2 font/print styles—keep it neat and simple. (No fancy script. It is difficult to read from a distance.)

Pictures

- Mount all pictures and text information onto colored paper.
- Use color for enhancement-stick with 2 or 3 colors when mounting pictures and information.
- Carefully cut pictures and mounting paper to fit the space you have allowed—use a rule and mark on the opposite side so your cut lines are straight.
- Use a good sense of balance to make the visual appealing to the eye-don't crowd information or pictures.
- Arrange your information so you are comfortable using it as you practice your oral presentation. The visual arrangement should enhance your presentation and serve as a reminder as to what you will say next.
- Ask others for help or opinions about placement of information and pictures. Experiment with different placements of pictures and words before you glue them down. Use rubber cement when gluing pictures and information.

Border

- Consider a border. It will bring your information together. Make sure the color and type are appropriate to the information and pictures you have selected.

Presentation

- Practice with your visual as often as possible. Ask others to watch and listen to you as you practice your oral presentation.
- You must refer to, point to, and use your visual during your oral presentation.