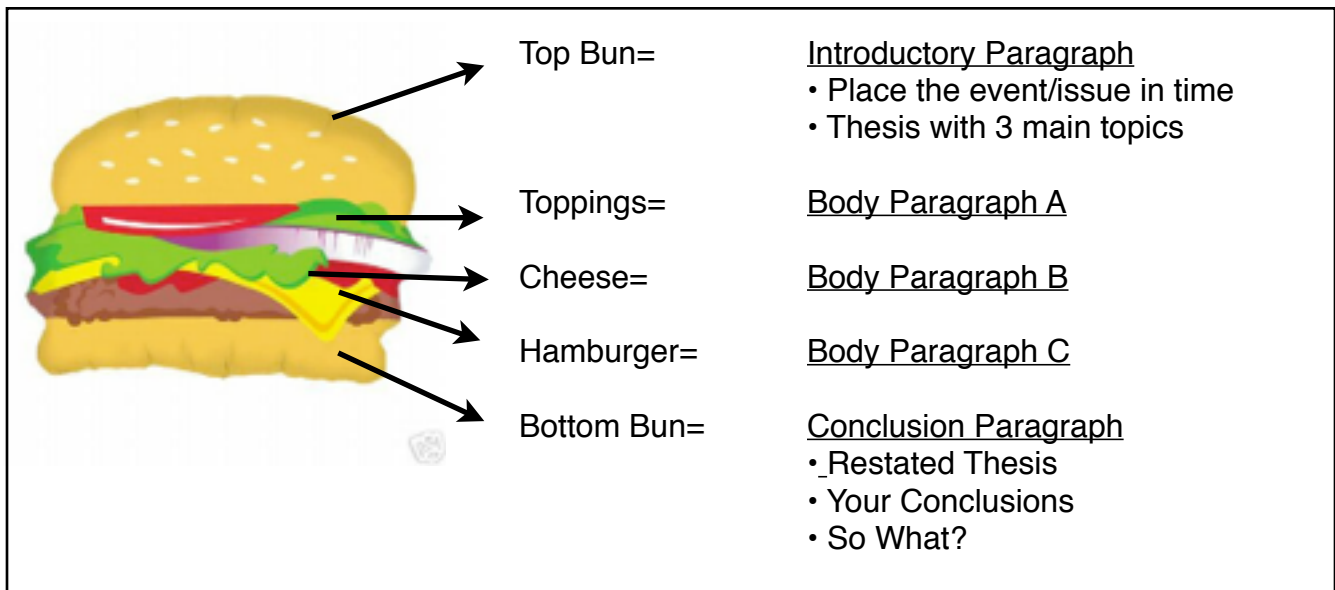


## PLANNING YOUR EXHIBIT

A display board is actually quite similar to an essay or research paper. It is highly organized; it is NOT a collage or smattering of random pictures and facts. Compare how both essays and exhibits are organized similarly with the thesis statement, categories, and significance made very clear. Contrast how an essay is more linear, while an exhibit is not. The most important information for an exhibit goes in the middle since that is where one's eyes are drawn to look.

### Essay Organization:



### Exhibit Board Organization

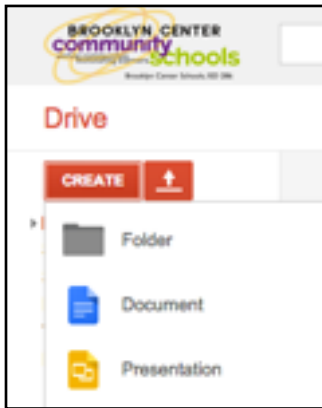
	<b>TITLE</b>	
BACKGROUND	THESIS	SHORT-TERM IMPACT
BUILD-UP	MAIN EVENT	HISTORICAL SIGNIFICANCE (LEGACY)

## ORGANIZING YOUR EXHIBIT

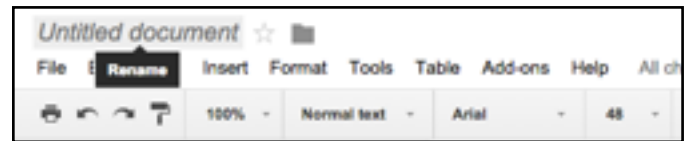
Creating the exhibit board is a matter of finding the key components from your essay or outline and organizing the information in a different manner.

### Preparation (at the computer)

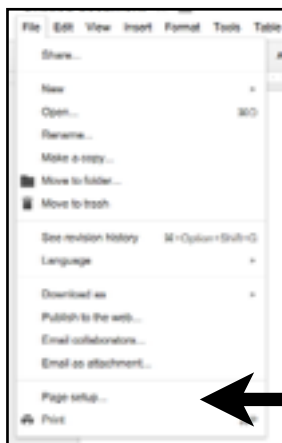
1. Retrieve a copy of your Essay or Outline and pull it up on the screen.
2. Click CREATE to make a new Google document. Save this to your Drive as “(Full Name) Text for Board” (TFB) This is where you will paste the relevant pieces from your Essay or Outline. (Be sure to leave enough space between different items so that you will be able to cut the text to place on the display board. You need to hit return at least twice between items)



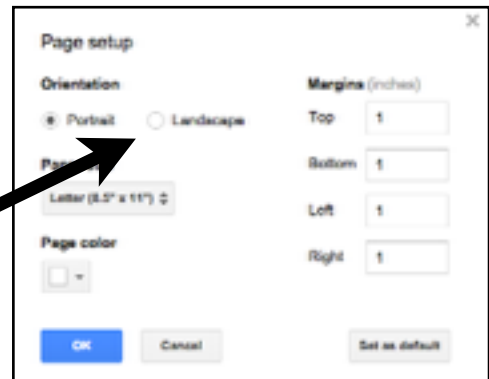
A. Click “CREATE” then select “Document” to make your Text for Board Doc.



B. Once your TFB doc has been created, click where it says, “Untitled document” to change the title to (Full Name) TFB. It will save automatically whenever you make changes.



C. Click “File” then choose “Page setup” to change the document from “Portrait” to “Landscape”. This will make your text much more visually appealing.



3. Read your Introductory Paragraph. Select the thesis statement with categories. Copy and paste into your TFB document. Make the font size 48 - **bold** all of this. Your thesis statement with categories should be in complete sentences. Do NOT include “it will be proven that . . .”

4. Find the BACKGROUND INFORMATION about your topic from your introduction. Type a heading for this category. Make the heading bold and make the font size 60. Make a bulleted list of 3-4 background details explaining the TIME and PLACE of your topic.

5. Read what the topic is for BUILD-UP. Type a heading for this category. Make the heading bold and make the font size 60.

Change your font here. Make sure your font is readable from a distance (no cursive!)

These tools allow you to make your text **BOLD** "B", *ITALICIZED* "I", or UNDERLINED "U". Keyboard shortcuts are command + B, command + I, and command + U, respectively.



Change your font size with this tool. Font sizes may vary, but make sure people can clearly read your text from a distance.

This is the bullet point tool. Give each supporting detail its own bullet on your board.

6. Find your supporting details from the Build-Up paragraph. Copy and paste into your TFB document. Make the font 36.

7. In your TFB document, select the supporting details again. Click on bullets. Press "return" after each detail so that each one has its own bullet point. (Facts should NOT be in complete sentences).

8. Repeat steps 4-6 for Main Event/Leadership and Legacy.

9. Read your Concluding Paragraph. Select the parts that stress the significance of your topic, any broader themes, and/or your conclusions -- the "So What." Copy and paste to your TFB document. Make the font size 48. Create a header for the "So What" statement (This should NOT include the thesis or categories. It **SHOULD** be a complete sentence.)

10. Look at the Graphics and Visuals (pictures, art, political cartoons, documents, etc.) that you have gathered. Copy and paste to your TFB document. **Type a caption for each graphic.** Make the font size 14 or 16.



Each visual on your board should have a caption explaining what it is. Caption fonts should be size 14 or 16.

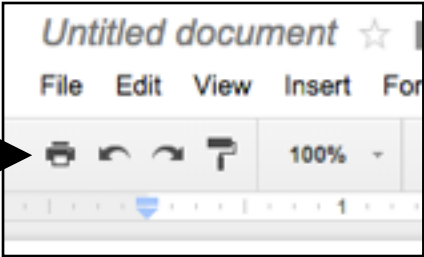


11. Follow the same steps for Other Primary Sources (speeches, quotations, etc.)

12. Check Spelling and Grammar.

13. Use Print Preview to see how your text looks. Make sure that you have left enough room between different ideas in order to physically cut them apart later.

Clicking on the printer icon will bring up the Print Preview screen where you can see what everything will look like when it prints out.



**14. CHECK WITH A STAFF ADVISOR BEFORE PRINTING!**

15. Print

16. Cut out text neatly and place in a sealable bag.

## CONSTRUCTING YOUR EXHIBIT

1. Cut out your information from the printouts. Organize your items on the board according to the plan you created on page \_\_\_\_\_. **DO NOT GLUE ANYTHING DOWN!**
2. Check to make sure you have the following:
  - Title (prominently displayed in the top and center of the board)
  - Thesis statement (prominently displayed in the center of the board beneath the title)
  - Point 1
  - Evidence that supports Point 1
  - Graphics/Illustrations that support Point 1 (each Graphic/Illustration must include a caption)
  - Point 2
  - Evidence that supports Point 2
  - Graphics/Illustrations that support Point 2 (each Graphic/Illustration must include a caption)
  - Point 3
  - Evidence that supports Point 3
  - Graphics/Illustration that support Point 3 (each Graphic/Illustration must include a caption)
  - Concluding statement (must include the “So What” of your project)



### **STOP HERE:**

Ask a teacher to check your board layout. You will need to be checked off before you may move on.

**TEACHER APPROVAL:** \_\_\_\_\_

3. Now, it is time to add color and/or decoration to your board. Use colored paper in the background or behind statements of pictures. **EVERY ITEM YOU PRINTED MUST HAVE A BACKGROUND BEFORE YOU MAY GLUE IT TO YOUR BOARD.** You may want to give all items related to one topic or all items that are at the same level of importance (topic sentence vs evidence) the same color background. Check out the next page for an example of a completed exhibit board.