**PPT REMINDERS (Informative Writing)**

1. ALL font should be 18 pt. or larger and easily readable.

2. You must have a title slide that includes your colony and you AND your partner’s name.

3. You must have a reference slide (MLA format) that includes the sources you drew from to create your PPT presentation (including graphics that you used). Quotes and paraphrases must also be sourced on the slide, as they are used. (See Works Cited PPT handout for examples.)

4. Each slide must have a header with font that is larger than the font used for the notes on the slide.

5. Points will be deducted if I cannot read the words on your slide due to color, choices of fonts and/or backgrounds.

6. Balance the words and graphics on your slides. Don’t go crazy with multiple fonts and do not hyphenate words.

7. Do NOT put full paragraphs on a PPT slide unless purposely using a significant quote. Break up data with bullets.

8. You will want to have index cards for your notes the day of your presentation.

Remember that your PPT or Prezi is just a reference tool. You should have additional information and consider the bullets or images/graphs on your slides to be “notes” that you refer to. (See video link for an example.) <http://www.youtube.com/watch?v=4QaqjUgiCs4>

**What do I put on my slides? Look at your 13 Colonies handout. There are six areas of research: history, daily life, an example of literature, economic resources, a now and then picture, and a video clip. Each of these should have their own slide. Add a title slide at the beginning and end with your Works Cited slide for a total of eight slides.**

**BROCHURE REMINDERS (Persuasive Writing)**

1. You must use the brochure templates provided in Microsoft Office—Publisher—Brochures. To get to this template, go to the start button in the bottom left corner of your screen. Click on it, then *All Programs-- Microsoft Office—Publisher—Brochures*. **\*\*Please note that once you select the brochure template you like, there are two tabs to work on.**

2. You must have a cover that includes a picture and the name of your colony.

3. ALL font should be 10 pt. or larger and easily readable. Do not hyphenate words on a brochure.

4. Each panel in your brochure should be balanced for white space and should be free of spelling and grammar errors.

5. Points will be deducted if I cannot read the words on your brochure due to choice of colors, fonts, and backgrounds.

6. The information on your brochure must be persuasive and true. Your contact information is the only fake info.

7. Do NOT put full paragraphs on a panel unless using a significant quote. Break up data with bullets and headings

8. Create a QR code. (see below) <http://www.qrstuff.com/> <http://www.qr-code-generator.com/>

9. Make sure both you and your partner’s names appear on the brochure.

**What type of information do I put in my brochure? Look at your 13 Colonies handout. There are six areas of research: history, daily life, an example of literature, economic resources, a picture of your colony, and a video clip. Instead of finding a video clip, you will create a QR code that leads to your partner’s video clip about your colony, or to his/her Prezi. Or, you may get really creative and use your cell phone to record a commercial for your colony. Post it on the internet and have your QR code take us to it. You are trying to get people to come to the “old” version of your colony.**