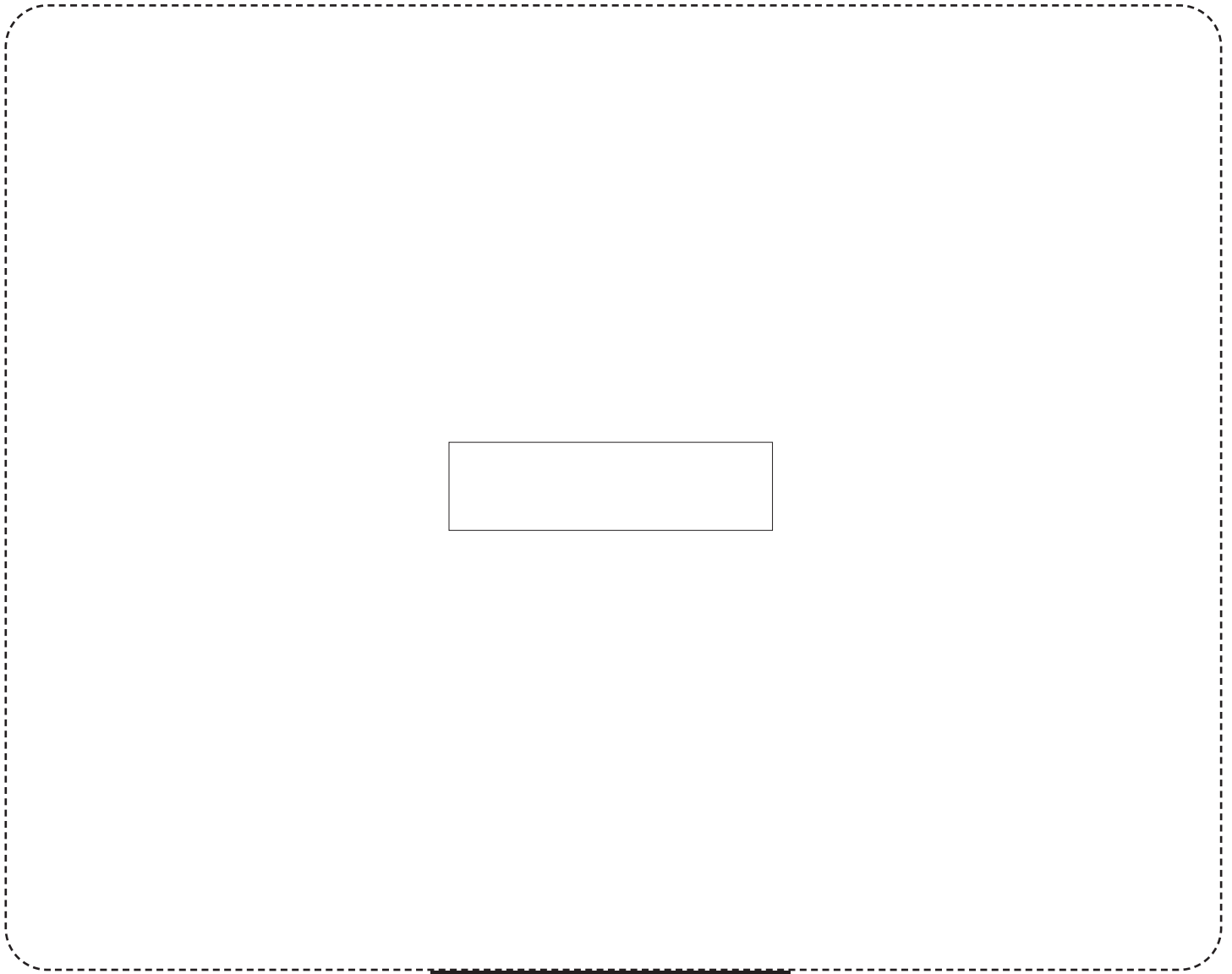# Tools
# for Students

Names: _____ Date: _____

# **Brainstorm!**

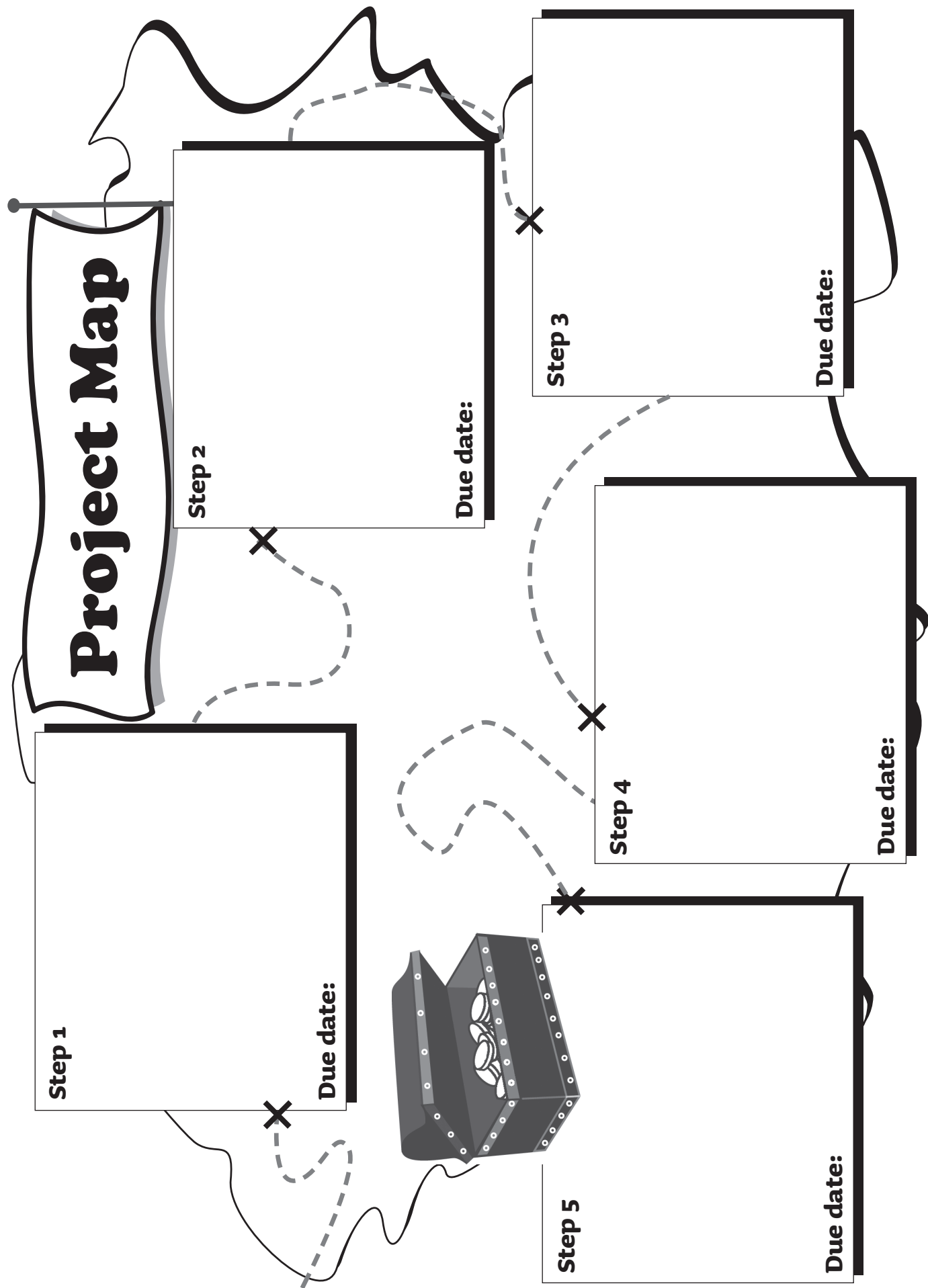**Our final ideas and questions**

Names: _____

Date: _____

# Project Map

**Step 1**

**Due date:**

**Step 2**

**Due date:**

**Step 3**

**Due date:**

**Step 4**

**Due date:**

**Step 5**

**Due date:**

Names: _____ Date: _____

# Project Timeline

Use the timeline below to plan what tasks you will do when. When you are finished, check off what you have completed. Use a highlighter for what you still need to do.

**Revising the plan**

Are we on track with our plan? Does it need to be revised?

Date _____

Date _____

Date _____

Date _____

Date _____

**Start Date**

**Due Date**

Names: _____ Date: _____

# Project Planner

_____
Project title

| Step 1 | Step 2 |
|---|---|
| What do we do first? | What is next? |
| What do we need? | What do we need? |

| Step 4 | Step 3 |
|---|---|
| What is next? | What is next? |
| What do we need? | What do we need? |

**We're done!**

Names: _____ Date: _____

# What makes a good _____ ?

How do you know something is good or works well? Write the evaluation criteria for your _____ in the spaces below.

How does your work measure up? Check to see if you have met the criteria or if you still need to do more work.

| Criteria | Our / My Work |
|---|---|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Conferencing with: _____ Date: _____

**Notes**

Names: _____ Date: _____

# Research Notes

Taking notes while searching for answers

**My topic:**_____

**Questions I have about my topic:**_____

_____

Title of source or URL:

Author:                                            Year:

**Notes**

......................................................................................

......................................................................................

......................................................................................

......................................................................................

......................................................................................

......................................................................................

Title of source or URL:

Author:                                            Year:

**Notes**

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......................................................................................

Title of source or URL:

Author:                                            Year:

**Notes**

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Names: _____ Date: _____

# What makes a good pamphlet?

Use the criteria below when creating your pamphlet. Are there any other criteria you can think of?

How does your pamphlet measure up? Check to see if you have met the criteria or if your pamphlet still needs more work.

| Criteria | Our pamphlet |
|---|---|
| The message (opinion) is clear to the reader. | |
| The information is organized and makes sense. | |
| The layout is interesting and eye-catching. | |
| Fonts have been chosen to add meaning to the message or layout. | |
| The illustrations go with the information presented. | |
| If quotes were used, credit is given to the source. | |
| Resources from books, magazines and websites are clearly listed. | |
| The pamphlet is free of errors, including spelling, grammar, punctuation and capitalization. | |
| | |
| | |
| | |

Conferencing with: _____ Date: _____

**Notes**

Names: _____ Date: _____

# Pamphlet Design and Layout

Before creating the final version of your pamphlet, use this design and layout tool to help you gather all your ideas, information and illustrations so that you are ready to go!
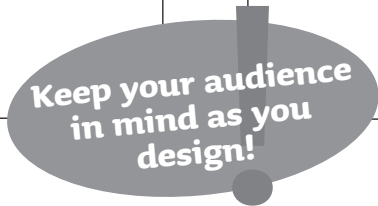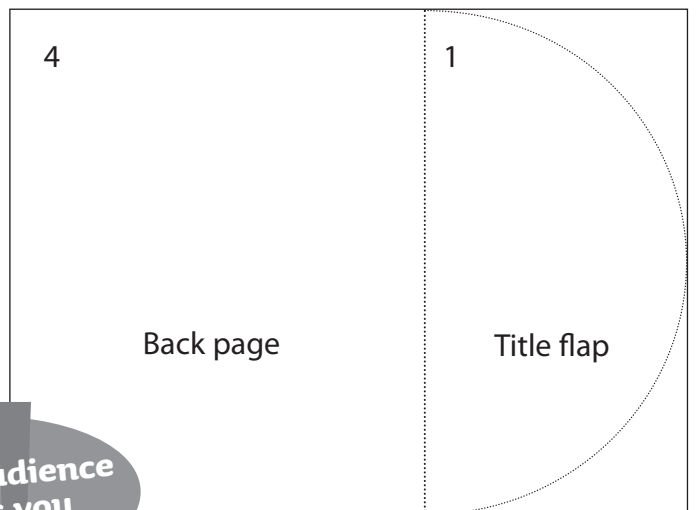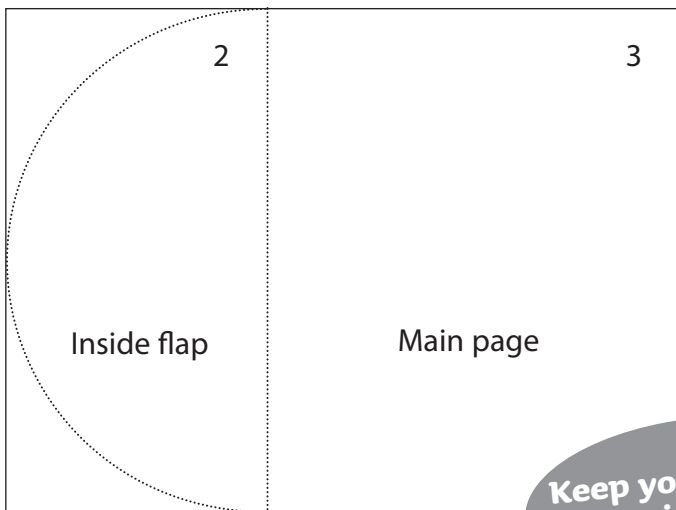
**Main title** (Text that draws the reader in): _____

*What type of font will you use?*

_____

**Subtitle** (Explanation of what is contained in the pamphlet): _____

_____

Put all your information, illustration ideas and titles in the layout model below to create a working plan.
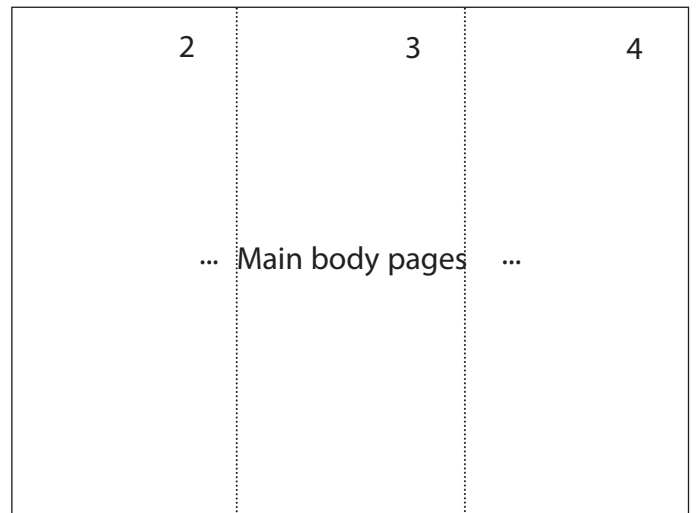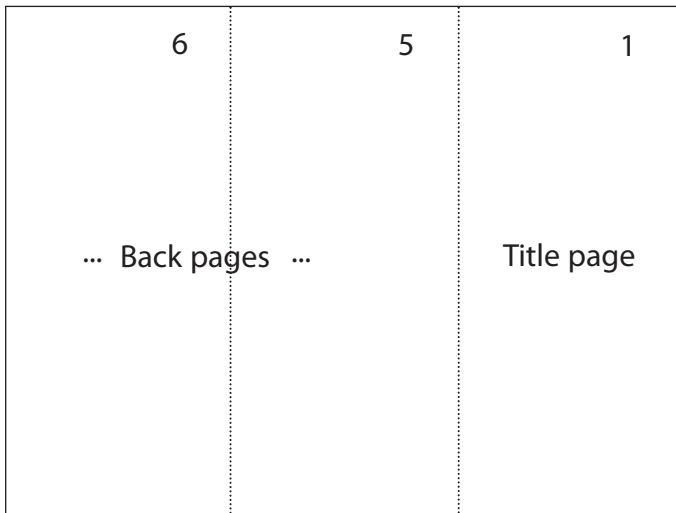
| 6 | 5 | 1 |
|---|---|---|
| | | |
| ... Back pages ... | | Title page |

| 2 | 3 | 4 |
|---|---|---|
| | | |
| ... Main body pages ... | | |

**or**

| 2 | 3 |
|---|---|
| | |
| Inside flap | Main page |

| 4 | 1 |
|---|---|
| | |
| Back page | Title flap |

*Keep your audience in mind as you design!*

**1**

## Title page

### Pamphlet Design and Layout

**Main Title**
Text that draws the reader in.

**Subtitle**
Explanation of what is contained in the pamphlet.

What type of font will you use?

fold here — fold here — fold here

**6**

**5**
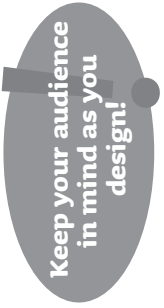
## ···· Back pages ····

Images, texts, graphs, charts, interesting links, books or resources would go here.

fold here — fold here — fold here

4

3

2

# •••••• Main body pages ••••••••••

**Images, texts, graphs, charts**
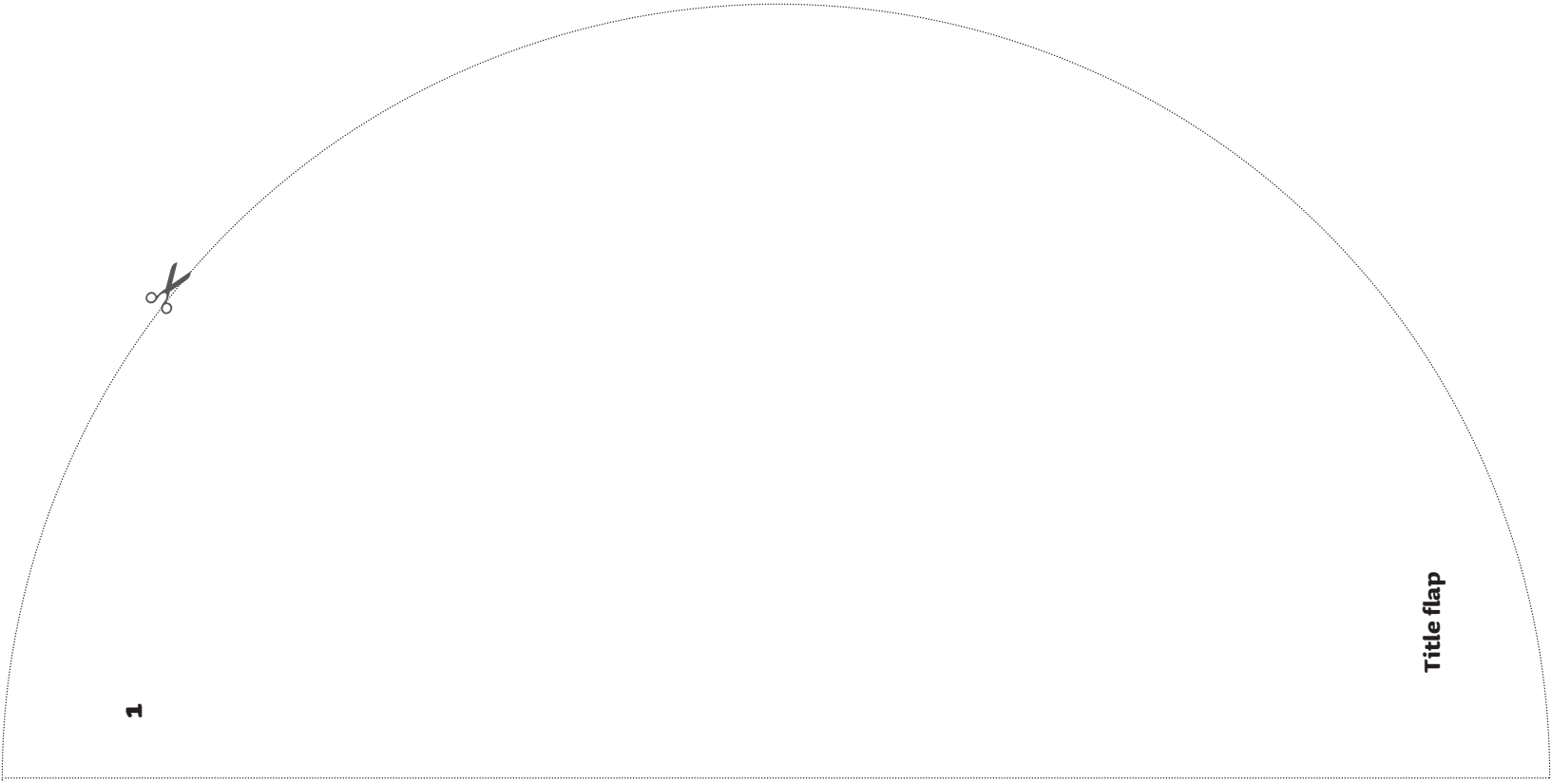
Put all your information, illustration ideas and titles in the layout model to create a working plan.

fold here -- fold here -- fold here

fold here -- fold here -- fold here

**Keep your audience in mind as you design!**

1

**Title page**

6

5

.... **Back pages** ....

4

3

.... **Main body pages** ....

2

1

## Title flap

**Main Title**
Text that draws the reader in.

**Subtitle**
Explanation of what is contained
in the pamphlet.

What type of font
will you use?

fold here  –  fold here  –  fold here

## Back pages

Images, texts, graphs, charts,
interesting links, books or
resources would go here.

4

**3**

## Main body pages

### Images, texts, graphs, charts

Put all your information, illustration ideas and titles in the layout model to create a working plan.

Keep your audience in mind as you design!

fold here  -  fold here  -  fold here

**2**

## Inside flap

1

**Title flap**

**Back page**

4

3
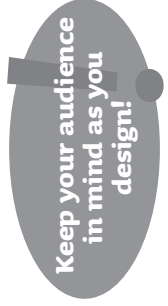
**Main page**

2

**Inside flap**

Names: _____ Date: _____

# What makes a good PSA?

Use the criteria below when creating your PSA. Are there any other criteria you can think of?

> How does your PSA measure up? Check to see if you have met the criteria or if your PSA still needs more work.

| Criteria | Our PSA |
|---|---|
| The storyboard is complete. | |
| The PSA has a Setup-Action-Reaction format. | |
| The message is clear to the viewer. | |
| The camera shots chosen contribute to the message. | |
| The audio is clear (it is easy to understand what is being said) and goes with the visuals. | |
| The translations are smooth. | |
| The PSA is not too long. | |
| | |
| | |
| | |
| | |

Conferencing with: _____ Date: _____

**Notes**
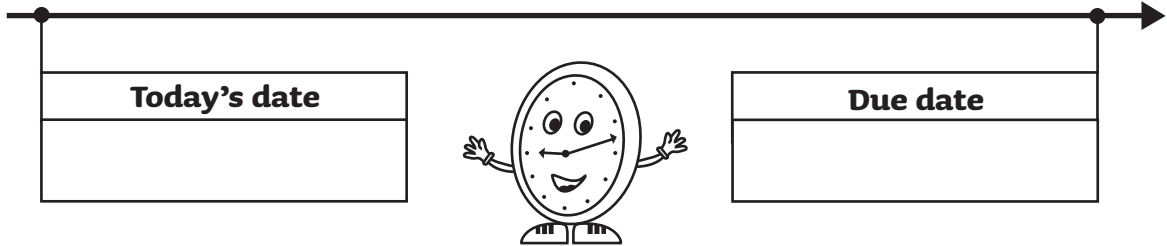
Names: _____ Date: _____

# PSA Production Planner
## (Public Service Announcement)
## Timeline
When are things due?

| Today's date | | Due date |
|---|---|---|
| | | |

## Props
What objects and special clothing will we need?

_____ Who is bringing it? ▶ _____

_____ Who is bringing it? ▶ _____

_____ Who is bringing it? ▶ _____

_____ Who is bringing it? ▶ _____

_____ Who is bringing it? ▶ _____

## Locations
Where will we be videotaping?          Do we need permission?

_____ No ☐  Yes ☐ _____

_____ No ☐  Yes ☐ _____

_____ No ☐  Yes ☐ _____

_____ No ☐  Yes ☐ _____

Names: _____ Date: _____

# Storyboard

**What is the main message you want to communicate?** _____
_____

**1 Setup** – What do we see?

**2 Action** – What do we see?

**3 Reaction** – What do we see?

A)) **1 Setup** – What do we hear?

A)) **2 Action** – What do we hear?

A)) **3 Reaction** – What do we hear?

Names: _____  Date: _____

# Storyboard

## 1 Setup
What do we see **first?**
What sets the stage for the message you want to get across?

## 2 Action
What do we see **next?**
What happens that is important for communicating your message?

## 3 Reaction
What do we see **last?**
What is the punch-line, the final scene that makes your point?

A)) **1 Setup** – What do we hear?
Are there people speaking?  What are they saying?

A)) **2 Action** – What do we hear?
Is there music playing?  What kind of music is it?

A)) **3 Reaction** – What do we hear?
Are there other sounds?

Names: _____ Date: _____

# What makes a good Interactive Display?

Use the criteria below when creating your Interactive Display. Are there any other criteria you can think of?

How does your display measure up? Check to see if you have met the criteria or if your display still needs more work.

| Criteria | Our PSA |
|---|---|
| The display catches the eye. | |
| The display has an interesting or memorable slogan or title. | |
| The display engages the visitor through an activity. | |
| The display funtions even when you are not there to take visitors through it  — it stands alone. | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Conferencing with: _____ Date: _____

**Notes**

Names: _____   Date: _____

# Interactive Display Planner

Use this planner to guide you in the preparations for your Interactive display.

**Basic Info**

**Title or name of display:**   _____

**Catchy slogan**
What words will make people
want to see your display?
_____

_____

_____

**Interactivity**

Sketch out your Interactive display in the box below. Keep in mind the questions asked
as you design.

▶ What will people
**SEE** at your display?

▶ What will people
**DO** at your display?

▶ Do you have to be
there? Can the display
function on its own?

▶ **WHO** will come to
see your display?

**Resources**

What Resources do you need
to create your display?

Where will you get
these resources?

_____ ➡ _____

_____ ➡ _____

_____ ➡ _____

_____ ➡ _____

_____ ➡ _____