

Long Term Project Goals

Set a clear goal. Mark the deadline on a calendar or in your assignment notebook or both.

Break the project into small parts. This makes it much less intimidating. Decide when each step will be completed, and write it in your assignment notebook.

Check the calendar every day. Complete each small step and then eventually the big project will be done on time.

Reevaluate how things went. What would you do differently next time, if any????

Project Guidelines

- Proofread all text carefully. There should be **NO** spelling or grammar errors.
- All lettering should be keyboarded. If you must hand-letter anything, use stencils or draw them very carefully.
- All pictures (or anything else you glue down) must be matted with background paper.
- All pictures or illustrations should have captions (keyboarded).
- **NOTHING SHOULD BE DONE IN PENCIL.**
- Try to make your project look as **PROFESSIONAL** and **“GROWN-UP”** as possible.
- The goal of your project is to communicate as much information about your topic as possible in an **ATTRACTIVE, NEAT PACKAGE.**
- Use artwork, pictures, matting, lettering, etc. to make your display colorful and /or dramatic. You want a **STRONG VISUAL IMPACT** so people will read the information. (You are selling a product – what you learned – so you need to make the package as appealing as you can).

