

HINTS AND SUGGESTIONS FOR SUCCESS

WRITTEN COMPONENT

- ✓ Use SPELLCHECK and grammarcheck. PROOFREAD! Have others proofread it for you.
- ✓ Use numerous sources and a variety of sources.
- ✓ Remember that personal interviews are works consulted.
- ✓ Follow the MLA guidelines.
- ✓ Use citations when needed in your paper.
- ✓ DO NOT PLAGIARIZE!!!
- ✓ A research paper is separate from your written component. However, it follows all the same guidelines as your written component.

PORTFOLIO COMPONENT

- ✓ ORGANIZATION IS EVERYTHING. Use the checklist as a guideline.
- ✓ Leave some space between entries in your journal.
- ✓ DO NOT rewrite your journal entries. They must be the original, signed entries.
- ✓ Label all loose parts (tapes, disks, etc.) with your name.
- ✓ Two-sided plastic covers work well but are not mandatory.
- ✓ Make sure your A-V materials work in school equipment.
- ✓ Use still photos to support video.
- ✓ Manual labor projects must be profoundly documented beyond any doubt. Video works well for this.
- ✓ Remember to make your portfolio neat.

ORAL PRESENTATION

- ✓ Dress as you would for a professional job interview. However, attire appropriate to your topic is acceptable. (Nurse, welder, archery hunter, etc.)
- ✓ Be neat!
- ✓ Have a positive attitude. You are responsible for persuading the judging panel.
- ✓ Practice beforehand. Time yourself. Don't "wing it."
- ✓ If you need to, use note cards, not a crumpled piece of paper. You are not reading a speech.
- ✓ Use A-V materials wisely. Quality is just as important as quantity. A poster never referred to, or a pile of pictures in an envelope, are not effective A-V materials.
- ✓ Be proud. This is your accomplishment.