EDUCATIONAL FACTSHEET

What is it?

The purpose of an educational factsheet is to provide practical, field-related information for a specific target audience conveyed effectively, clearly, and concisely through both text and graphics.

Content

Always check your assessment instructions and marking criteria to see what specific content you need to include in your fact sheet. You can also clarify specific questions with your educator. Remember when writing a fact sheet you should decide on a particular audience (e.g., community agency; mental health professionals; student counsellors; school staff). Make sure that the content and tone of your factsheet is appropriate for your selected audience.

Style

Factsheets are written in a formal academic style and are usually in 3rd person. Text needs to be easy to navigate and have a clear flow with linking of ideas.

- use transition words between ideas

- Follow our guide to writing academically

- Include references to add credibility and acknowledge your sources

- Use images and graphics that complement and enhance your content

Structure

Structure of a factsheet may vary from unit to unit. However, often requirements include:

- 2-page electronic A2, landscape
- Use font size 14 using Calibri, Arial or Times New Roman.
- Page 1: The factsheet – Often a title is provided in the unit guide
- Page 2: The APA formatted reference list is located on page 2 of the tip sheet.

Sample Fact Sheets

➢ **Climate Change and Mental Health**

➢ **Lifeline: Grief and Loss**

➢ **NSW Police: Personal Safety**

TIPS AND CHECKLIST

Tips

- Make use of templates (search fact sheet or infographic) in word and PowerPoint (see examples below)

- PowerPoint is installed on most computers and allows you to integrate a range of media and produce diagrams and flowcharts easily

- Avoid fuzzy images. Make sure all graphics are high-resolution (at least 200 dpi) and easily visible.

- You can use the websites below to search high quality copyright free images

    o https://search.creativecommons.org/

    o https://visualhunt.com/

    o https://pixabay.com/

- Organise and align your content with columns, sections, headings, and blocks of text. White space is important to increase visual appeal and readability (this is the "empty" space between sections).

- Format headings and subheadings consistently. This helps structure your information visually. Make sure the sections flow logically and smoothly and guide readers from one section to the next.

- Write concisely and include clear topic sentences. This will guarantee maximum understanding when reading your poster.

Fact Sheet Checklist

☐ I have tailored my factsheet to a particular audience

☐ I have included a mix of text, images and graphs

☐ I have included in-text references for all facts, paraphrased ideas and images taken from other sources

☐ I have proofread for grammar, spelling and checked formatting

☐ My reference entries follow APA style

☐ I have checked my Turnitin report and paraphrased well

☐ I have covered all the content requirements listed in the assessment information

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