

**Open House Presentation**

**Headings & Graphics**

* Use headings, page numbers, and bullets to help the reader to find information.
* Add pictures, charts, or graphs to enhance the text.

**Handwriting or Fonts**

* Use even spacing between letters and words.
* Write neatly or use easy-to-read fonts.

**Overall Layout**

* Use even margins.
* Make the appearance clean & clean.