

A **Knowledge Organiser** sets out the important, useful and powerful knowledge on a topic on a single page.

1 Appeal to the eyes

Complement written material with visuals **BUT** keep to the same visual symbols to avoid confusion.

For example, royalty.

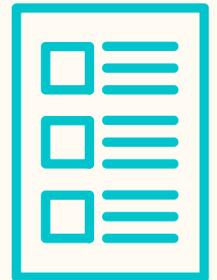


2 Keep it clean

Think about the presentation on the page. Is it easy to read and follow?

You may have a lot to convey but too much and you are likely to lose people.

Are you creating a headache on a sheet?



3 Size Matters...



Consider font size. Reducing the font to squeeze in more information may help you fit everything on one page but make sure you are still able to read the content.

Tip 4 – Frame it

If something is important then **frame it** to draw the eye of the reader towards it.

The frame itself can also help break up the page tying into point 2, it can bring organisation to the page.

Tip 5 – Chunk it

Consider **overload** here, what are the essential points of information that you want people to take onboard?

What do learners need to do first?

Break down key information so that learners can tick off what they need to do.



6 Get to the point

Review language – what is necessary and what is padding?

e.g. Now try to find...

Three extra words here to read and process which can delay the learner.

"Find" on its own does the job so save your typing fingers for another time!

7 Command language

Essentially your knowledge organiser is for words and information related to your **focus subject** (Tier 3 language).

Ensure that all your learners understand the command language you are using.



8 Subject specific

Create a **definitive list** of key words from the outset so you can reference them early on.

Be mindful of adding in additional key words later on as they may lead to confusion.

9 Make it bold!

Underlining can make it harder to read letters in words, making a word **bold** helps it stand out without adding additional visual pollution to the page.

B

Bonus tip: Simple symbols

Punctuate your knowledge organiser with **consistent symbols** – it allows for pauses and a journey with rest breaks.

Write



Next



Pairs



Discuss



Read



Stop



10 Less is more

Consider how much information learners have to process – it may be easier to use key bullet points to help reduce the volume of information and make it **less overwhelming** for learners to access.

