



## WSRBA YOUTH CONTEST CONTACT INFO:

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## WSRBA 2022 YOUTH CONTESTS TIPS

### BASIC FORMATTING CONVENTIONS

These tips are to help you navigate the requirements of proper formatting. These contests have both a word limit and a page limit. Readability is very important!

- Font faces: The two most popular (and readable) fonts are Times New Roman and Arial. Using one of these will help make the application more readable.
- Font size: Business standards, as well as these contests, use 10-point or 12-point type.
- Page Margins: Margins should be between 1/2inch and 1 1/2inches, with the most common size being 1 in.
- Style: The indiscriminate use and overuse of font styles (bold, italic, underline, etc.) serves to diminish your writing. Some use can be helpful, but be careful only to use it when necessary.
- Questions: Make sure you copy the question above your answer. It reminds the scorers of what you have been asked.

### OTHER TIPS FOR A GOOD APPLICATION

- Make sure you answer the question asked! You can talk about other things as well, but the most common error is not answering the questions asked.
- Pay attention to deadlines. Late applications will sabotage your effort.
- Be clear and concise. Answer the question fully, but do not rely on an unnecessary volume of words to make the point that you want to make just to fill up space for an answer to one of the questions you have been asked, like this tip is doing! Don't use two lines if only one is needed.
- Using good grammar and spelling tells the judge you are serious and careful. Ask a teacher or other adult to help you proofread your application.
- Pictures tell a lot about you and your project. Select them carefully and size them appropriately to tell the story. Include captions so the judges know what they are looking at and why. However, not all answers will lend themselves to being helped by a picture. Concise use of pictures can be just as important as concise use of language.
- Put your name and contest on EVERY PAGE of your application.
- Honesty is, as always, the best policy. Be mindful of the fact that scorers, while remaining anonymous, may be able to verify the claims made in your application. You do not want to get caught embellishing your activities or accomplishments.