

## Section 3

# Presenting work in your portfolio

### Why is presentation important?

- Some courses don't interview students, so it will depend on your portfolio whether you get a place.
- Tutors won't notice how good your work is if the presentation is bad.
- How you present your portfolio tells the tutor a lot about you as a creative, visual person!

### Where do I get a portfolio?

- You can buy a portfolio from most art shops.
- You don't have to buy the most expensive portfolio.
- Whatever kind of portfolio you choose, make sure tutors can look through your work easily.

### Should I put my work in plastic sleeves?

It's really up to you!

- If texture is important (for example, you've used fabrics or textured paper), it's better not to.
- If your work is fragile or flat (such as photography or drawings), you can use plastic sleeves for protection.
- But remember – plastic sleeves cost money and make your portfolio heavy!

### Checklist

#### Do:

- Label everything with your name, phone number, and e-mail and postal addresses. Label each piece of work with a short description. Check the spelling!
- Put a contents table inside your portfolio to make it easier for the tutors to find what they want.
- Make sure your portfolio is well ordered so that, for each project, tutors can see how you developed your initial ideas into finished pieces.
- Make sure your portfolio looks the same throughout – for example, put it on pieces of card the same size and colour.
- Think about the colour of the card. Most work looks best on white card.
- Think about the size of your portfolio. Don't put small pieces of work on huge pieces of card.
- Can you carry your portfolio or is it too heavy or bulky? You may need to take it on public transport.

#### Don't:

- Roll up your work – unless it's really big.
- Mount your work on heavy card – you have to carry it!
- Hand in a messy portfolio! If your portfolio's messy, it makes you look bad.
- Put too much in your portfolio. You only need one or two examples for each project you've worked on.
- Bring work in picture frames.
- Add coloured borders – it spoils the quality of your work.

This is section 3 of 11 sections.

For the full set of sections, please visit our website at [www.arts.ac.uk](http://www.arts.ac.uk)

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