

2024

BRIDGING RESEARCH AND PRACTICE IN FSL

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Fact sheet

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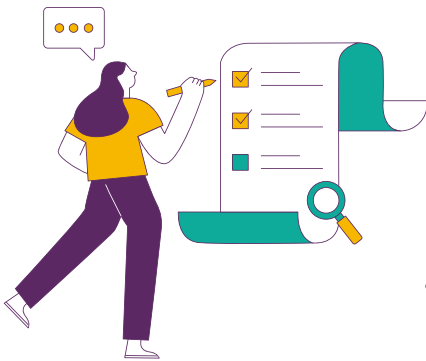




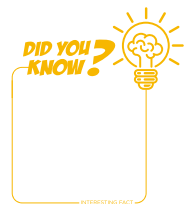
What is a research and/or field-inspired **fact sheet**?

A fact sheet is a concise document which clearly presents the most relevant information about a particular topic.

Fact sheets allow FSL researchers and practitioners alike to present their findings, from pedagogical studies to school surveys, and to share best practices. They can take what would otherwise be an overwhelming amount of information, and condense it into an easily digestible document.



CREATORS AND CONSUMERS



Who is making **facts sheets** in FSL?

- Coaches, teachers and instructional leaders who want to share concise advice or information
- Researchers who want to communicate and summarize their findings

Who is likely to use or **read them**?

- Teachers who want advice on improving their language instruction
- Administrators who want to keep a pulse on current issues in education
- Coaches and researchers who want to improve their knowledge of the field

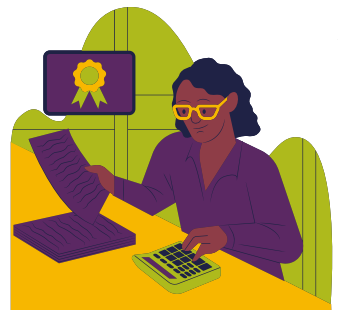




1. CONCEPTUALIZATION

What **features are essential** to my fact sheet?

- Introduction and conclusion (with actionable advice for practitioners)
- Title and headings
- Hyperlinks throughout to references
- Easy to understand language, define technical terms (target audience is non-experts)
- Approximately 1-3 pages



What **other details** should I consider for my fact sheet?

- Use of colour or font size to distinguish headers from sub-headers
 - Choose two or three primary colours for colour-coding
 - Use dark text on light backgrounds and vice-versa
- Avoid distracting colours or text that affect legibility
- Graphics to complement the text (e.g.: charts, infographics, photos of participants, stock photos)
- Two columns maximum
- A call to action (with your contact and/or social media accounts)





What **questions might arise** while creating my fact sheet?

- What is your team trying to communicate to the reader?
- What questions do you think readers will have? Will you pose them as subheaders?
- Who are your potential stakeholders (e.g.: parents, administrative staff, school boards)?
- What statistics or survey results will you be using? Have you included references?

2. CREATION

What **technology** might I need while creating my fact sheet?

- Free sites with editable templates (e.g.: [Canva https://www.canva.com/templates/?query=factsheet](https://www.canva.com/templates/?query=factsheet), Template LAB <https://templatelab.com/fact-sheet-templates/>)
- What alternative formats might you use beyond PDFs (e.g.: PowerPoint slides, embedded videos, interactive website)?



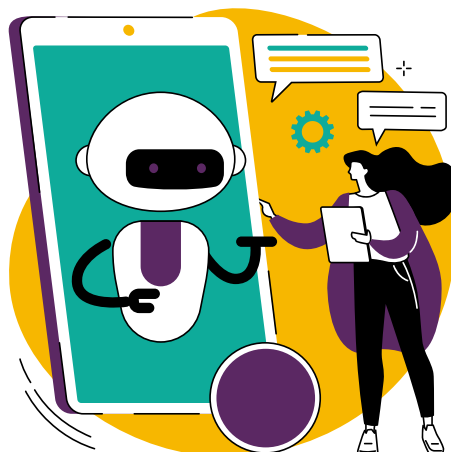


How might **generative AI** help give me inspiration for my fact sheet?

Prompts, such as the ones suggested below, are used to instruct Generative Artificial Intelligence (AI) systems (such as Claude, Gemini, or ChatGPT) to generate ideas, content or perform tasks such as simplification.

Disclaimer: Ideas or text generated by an AI language model are intended to serve as a starting point or inspiration. Professional judgement must be exercised before adapting and incorporating this content for any given context.

- **Header Prompts:** "Create headers that encourage action or engagement regarding [research-based call to action]." "Suggest subheadings for a section on [specific aspect of my research]."
- **Creating Bullet Points:** "Condense [research findings] into clear and concise bullet points that highlight key discoveries and major implications."
- **Visual Content Ideas:** "Generate [suggestions for] visuals or graphics that complement [specific fact or results]"
- **Language Refinement:** "Simplify the explanation of [complex technical concept] without losing its accuracy." "Ensure that the technical terms used in the fact sheet are easily understandable by [my audience]."





3. CONSOLIDATION

What should I consider before **publishing**?

Which license type should I use to publish my work:	Which media format to use (e.g. PDF, PNG, HTML):	Is the fact sheet accessible?
<ul style="list-style-type: none"> • Creative Commons licence (to allow users to download, use or modify) <ul style="list-style-type: none"> ◦ CC-BY ◦ CC-BY-NC-SA ◦ CC-BY-SA ◦ CC-BY-NC-ND ◦ CC-BY-ND ◦ CC-BY-NC • OR • Copyright Licence (to restrict use) : “all rights reserved” + name of author 	<ul style="list-style-type: none"> • Consider the format that will be most user-friendly based on your licensing intent 	<ul style="list-style-type: none"> • Are the fonts easy to read? • Is there Alt Text for images?





Where could my fact sheet be **promoted or disseminated**?

- Which social media platform will you be sharing it on (e.g.: Twitter/X, LinkedIn, Facebook (Groups), Instagram)?
- Which organizational websites or publications will you be sharing it with (e.g.: Pédagogie collégiale, Journal of Pedagogical Research, CASLT, ACPI)?
- Will it be posted on an educational repository such as Camerise?
 - Go to <https://camerisefsl.ca/>
 - Click on “Add a new resource” on landing page
 - **Basic information** - Provide your fact sheet title, description, resource type (i.e.: document, recording), learning material type, upload file / add link
 - **Categories** - Add publisher information and any details if it is to be used in a classroom setting (i.e.: prep time, teaching duration, educational level, subject)
 - **Accessibility Statement** - Note if it has been assessed for accessibility purposes, has sensitive content or contains content related to equity, diversity, and/or social justice

GO DEEPER

What **other sources** are saying?

- *Rural Health Research Gateway Fact Sheet Format, Language and Layout*
 - <https://www.ruralhealthresearch.org/dissemination-toolkit/products/fact-sheet>
- *Kent State University Fact Sheet Implementation and Suggestions*
 - <https://www.kent.edu/ctl/fact-sheets>
- *Explainability fact sheets: a framework for systematic assessment of explainable approaches*
 - <https://doi.org/10.1145/3351095.3372870>





BE INSPIRED

What are some **examples** of great fact sheets in **FSL research**?

- Le Centre franco - Je m'engage, tu t'engages
 - https://downloads.ctfassets.net/cfektv4t16rw/6OJj6De85JVBmg1tcGXX4Y/dcca24f8a07e651d772902500c56f6d5/9782765706557_JE_MENGAGE_TU_TENGAGES.pdf
- Canadian Parents for French (CPF) - Building Linguistic Security
 - https://cpf.ca/wp-content/uploads/CPF_2020_LinguisticSecurityBrief_EN_v9_EMAIL-1.pdf
- CPF - The State of French Second Language Education in Ontario
 - <https://on.cpf.ca/files/2021/02/State-of-FSL-Education-in-Ontario-November-2020.pdf>



FSL research into practice





What are some **examples** of great fact sheets in **other fields**?

- Education for All Fact Sheet
 - https://cfsontario.ca/wp-content/uploads/2021/11/Education-for-All_Factsheets_2021_EN.pdf
- National Institute of General Medical Sciences Fact Sheets
 - <https://nigms.nih.gov/education/fact-sheets/Pages/fact-sheets.aspx>
- World Health Organization Fact Sheets
 - <https://www.who.int/news-room/fact-sheets>
- Nemours Kids Health Fact Sheets for Educators
 - <https://kidshealth.org/en/parents/classroom/>
- Environmental and Energy Study Institute Fact Sheet: Climate Change FAQ
 - <https://www.eesi.org/papers/view/faq-climate-change>
- CDC Budget Fact Sheets
 - <https://www.cdc.gov/budget/fact-sheets/index.html>





CREDITS

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