Handout:

Handouts are issued for informing the people about the government and semi-government- policies. A handout is a document containing information's which are circulated for general» information. The handouts may be issued by an organization to convey information to the general public at large. The handouts nowadays being issued contain material in respect of activities of the government institutions and organizations. The handouts highlight the activities of the government, in different fields. They contain information about tours of ministers and appointments of high officials.