

Preparing and Using Visual Aids

Use this guide when preparing your visual aids. Always inform your teacher of any visual aids that you plan to use during your speech.

1. Prepare all visual aids neatly and carefully—don't rush through or be sloppy.
2. Make your visual aids large—so that everyone can see the print.
3. Keep the work simple—not cluttered and confusing.
4. Use striking colors and thick lines.
5. Stand to one side of the visual aid when explaining it to the audience.
6. Use the hand closest to the visual aid when pointing. Use a pointer or the eraser of a pencil rather than your fingers.
7. Make sure that everyone can view the visual aid—have people move around if they need to see better.
8. Allow enough time for the audience to see each visual aid—do not rush through your use of visuals.
9. If you are using a model (or anything held in your hands), be sure to hold up the item for all to see, and be sure to work with it slowly.
10. If you are using any projection equipment, be sure to practice with it earlier so that you know what you are doing. Have everything set up in advance (i.e., slides in their cartridge or a tape in place and cued up properly, etc.).

Common visual aids include

maps	charts	graphs
photos	films	video tapes
filmstrips	models	globes
blackboards	transparencies	flipcards
posters	slides	handouts (pamphlets, papers, etc.)
	laser discs	