

HANDY HINTS FOR HANDLING VISUAL AIDS

1. Don't stand between your listeners and what you show them.
2. Refer only to visual materials that are related to the point you are trying to make--don't use all the V.A. just because it's there.
3. Be certain the V.A. is large enough and dark enough.
4. Be certain angle and placement of V.A. makes it visible from all parts of the room.
5. V.A.'s should be comprehensible at a glance--don't overcomplicate.
6. Don't reveal V.A.'s until necessary.
7. Don't cover yourself with the V.A.
8. Keep the chatter going while arranging or bringing out V.A.'s.
9. Keep handouts until dispersion is necessary.
10. Organize materials in advance--don't fumble through them.
11. Practice V.A. handling to give them a slick appearance--particularly when using a model or the actual object.
12. Point to the V.A. in a manner which will keep your face front, looking at the audience.
13. Be certain to practice using slides, film, or overheads, while delivering your speech.
14. If someone is helping you run a projector, etc., prepare a definite cue sheet for him to follow and practice with him in advance. Avoid the necessity of giving verbal cues like, "Ok, Henry, change the frame."
15. If using another human being as the V.A., be certain to practice on that person to avoid embarrassment, uncertainty, etc.