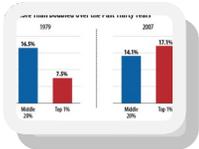


## Types of Visual Aids

**Charts & Graphs** - these are great for showing patterns



**Videos** - A short video clip can be very effective

**Demonstrations** - You can be the visual



**Objects** - Showing what you are talking about is great— make sure it is big enough for the whole class to see.

**Pictures** - If you can't bring the object, or you are speaking about a person or place, "a picture is worth a thousand words."

Northwest Vista College

Speech Lab

Live Oak Hall 116

486-4639

Walk-ins Welcome

Appointments Recommended

Our lab can assist you with inventing, organizing, and delivering any class presentation



ALAMO  
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Speaking Across NVC

## Visual Aids



Don't be Scared—Be Prepared



## Visual Aid Tips

### Before the Speech

- ◆ Determine the information to be presented visually.
- ◆ Select the type of visual aid best suited to your speech.
- ◆ Ensure easy viewing by all audience members.
- ◆ Make sure that the visual aid communicates the information clearly.
- ◆ Construct a visual aid that is professional in appearance—remember, your education is to prepare you for a profession.
- ◆ Practice your speech using your visual aid.
- ◆ If your visual aid is a PowerPoint, send it to your email and have it on a flash drive.
- ◆ Do not bring a visual aid that is living without clearing it with your instructor.

### During the speech

- ◆ Reveal the visual aid only when you are ready for it.
- ◆ Talk to your audience, not to the visual aid.
- ◆ Refer to your visual aid. You could say, “notice the decrease on the graph” as you point to the graph on the slide.
- ◆ Keep your visual aid in view until the audience understands your point.
- ◆ Conceal the visual aid after you have made your point.
- ◆ Handouts should only be given at the end of the speech, otherwise they distract the audience.



### Power Point Tips

- ◆ Have fewer than 1 slide per minute of your speech (unless your instructor gives other guidelines).
- ◆ Pictures, graphs, and charts are better than words.
- ◆ If using words, the max is 6 words per line and 6 lines per slide.
- ◆ Use 28 point font or larger.
- ◆ With the lights on in the class, a dark slide with white lettering is easiest to read.
- ◆ Animation and effects should be simple and consistent.
- ◆ Put blank slides between the visual ones so that when you are done with the slide, the audience’s attention goes back to you.
- ◆ Make sure you practice with the power point.