

USING VISUAL AIDS IN YOUR PRESENTATION

TYPES OF VISUAL AIDS	Slides – PowerPoint or overhead projector Whiteboard – interactive or ordinary Flipchart Video/DVD Handouts - copies of PowerPoint or overhead projector slides - additional notes
PURPOSE	To give more detailed information To maintain the audience’s interest To focus the audience’s attention To reinforce and/or illustrate the points you make
BUT NOT TO	Over-complicate the presentation Impress the audience with technology
HINTS AND TIPS	Keep slides and handouts simple, with not too much detail in small print – slides must be readable from the back of the room Use one slide or handout for each main point of your presentation Number overhead projector slides, to make sure you put them up in the right order Have enough handouts for all those you expect to attend, with some spares of each one On whiteboards and flipcharts, practice writing legibly and large enough Carefully proof read visual aids and handouts several times, for spelling, grammar and punctuation