

## USING PRESENTATIONAL AIDS IN THE CLASSROOM

### Things to Do:

- Keep it simple! Less is more. Remember, presentational aids are supposed to clarify and explain a concept, not replace or repeat a verbal message.
- Limit each presentational aid to ONE idea. Don't crowd several messages onto one transparency or poster.
- Avoid clip art and extraneous graphics that have nothing to do with the visual message. Remember, presentational aids are meant to be educational, not entertaining.
- Make letters and graphics LARGE enough for everyone in the audience to understand. Even those in the back of the room will need to appreciate your presentational aid.
- Check and double-check for spelling and grammatical errors.
- Be sure that all statistics, facts, or other information are presented accurately. Use the appropriate graph: **pie** = percentage, **bar** = comparison, **line** = statistical trend.
- Be sure that information on the presentational aid can be understood and comprehended by your audience in 10-20 seconds.
- Keep presentational aids covered until they are needed. Don't let the visual aid detract from the speaker's message.
- Cover the presentational aid when finished. NEVER use a presentational aid as a backdrop or as "window dressing."
- Practice with the equipment before your actual presentation. Murphy's Law dictates that if anything can go wrong with your technology, it will! Anticipate the unexpected.

### Things to Avoid:

- If providing a handout or other material, avoid passing it out until after the presentation. Your audience's interest will shift immediately from YOU to the handout!
- If using pictures, photos, etc., be sure they are LARGE enough for everyone to see from their seats. Blow them up or use the overhead transparency machine. NEVER pass pictures around the audience.
- Don't hand write your presentational aids. Use computer-generated text and graphics where possible. Your presentational aids should look as professional as the rest of the presentation.
- Don't mix fonts or use too many colors. Use color for emphasis.
- Talk to the audience, not the presentational aid.