

# Visual Aids

# Visual aids - types

- **Whiteboards**
- **Flip charts**
- **Magnetic boards**
- **Physical objects**
- **Models and experiments**
- **Overhead projector**
- **Slide projector**
- **Videos**
- **Closed-circuit TV and video-tape**

# Whiteboards

- ❑ Clean to use, varied use of colours, show clearly
- ❑ Building up simple visual message
- ❑ Display of permanent background information
- ❑ Use “dry” markers (felt-tipped pens)
- ❑ Check light reflection
- ❑ Plan in advance what you write / draw
- ❑ Keep drawings bold and simple
- ❑ Key words / short , memorable sentences
- ❑ Write clearly, quickly in straight lines + practise
- ❑ Don't talk to the board

# Overhead Projector (OHP)

- ❑ Possibility to project prepared transparencies + writing/drawing at the time of presentation  
[ light projected through horizontal transparent plate on which speaker places prepared transparencies ]
- ❑ Allows complete control and flexibility by the speaker
- ❑ Speaker can face audience throughout the presentation
- ❑ Can be used in normal lighting
- ❑ Adds vitality and movement, allows variety (e.g. masks and overlays)
- ❑ Screen – behind speaker, slightly above, to their right

## Flip Charts

- ~ large sheets of paper clipped together on a stand ~
- ❑ Ideal to present info. to small groups
- ❑ Used to provide background information during presentations
- ❑ Used to build up increasing amount of info.
- ❑ Useful to record group discussion or decisions
- ❑ Useful to prepare a complete presentation to be repeated
- ❑ Possibility: sheets stuck up round the room for continuous reference

# Slide projector

!!! Slides = worth if used more than once

- ❑ Used to show real photographs of people, places, objects
- ❑ Useful to show complicated diagrams, plans, charts
- ❑ Used on its own or in conjunction with a tape recorder
- ❑ Prepare a commentary which links the slides (smooth and fluent continuity)
- ❑ Be hypercritical in preparing / selecting your slides
- ❑ Use good quality slides, store slides carefully
- ❑ Know your projector
- ❑ Rehearse slide presentation

# Remember

- ❑ Do not use too many types of aids
- ❑ Decide exactly what aids and equipment you are going to use
- ❑ Organise layout of your 'stage' (table for notes, screen position, beforehand arrange/move blinds, screen, cables etc.)
- ❑ Visuals should not be too detailed
- ❑ Visuals should be big enough for everyone to see
- ❑ Don't leave visuals up too long
- ❑ Always be prepared for disasters (blows, crashes etc.)