

Cincinnati
employment by
industry

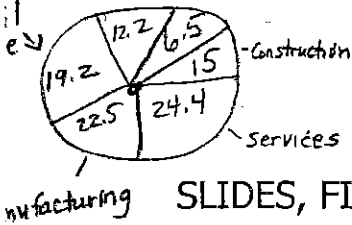
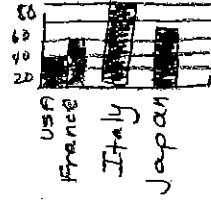
~ Graphs



~ line (speech on U.S. population)

~ bar (speech on gold – world distribution)

~ pie (distribution of a whole)



SLIDES, FILMS, PROJECTIONS:

1. Can make a speech very exciting
2. Slides – used for speech on England – show and talk about them
3. Opaque projector- projects directly from a book, newspaper, etc.
(Good for enlarging pictures, items, etc.)
4. Overhead projector – uses transparencies (can be written or drawn on)

USING VISUAL AIDS

1. SHOW THEM ONLY WHEN TALKING ABOUT THEM. You are competing with them for attention. The audience will look at it – not you.
2. TALK ABOUT THE VISUAL AID WHILE YOU ARE SHOWING IT. Tell your audience what to look for, explain various parts, interpret figures, symbols, etc.
3. SHOW VISUAL AIDS SO THAT EVERYONE CAN SEE THEM. While on the easel, stand to one side and point with the arm nearest the visual aid. Don't let it roll or wrinkle.
4. TALK TO YOUR AUDIENCE, NOT TO THE VISUAL AID. Look at it occasionally, but maintain most of your eye contact with the audience.
5. DON'T OVERDO THE USE OF VISUAL AIDS. They are a form of emphasis, but attempts to emphasize too many things result in no emphasis at all. This is an aid – not a substitute for good speechmaking.
6. PASSING OF OBJECTS – This isn't a good idea. People won't be paying attention to you.

Visual Aids

OBJECTS:

1. The actual object itself
2. A model – a representation used to show the construction of an object.

CHALKBOARD:

1. It's easy to misuse or overuse – you write too much while talking
~ material is illegible or partly obscured by the body
2. Used mostly in an impromptu fashion because it's always available
3. Put material on board before you begin or use only for a few seconds at a time
4. Cover what you have done until it is time to show it
5. **Anything that can be done with a chalkboard can be done better with a pre-prepared visual aid.**

PICTURES, DRAWINGS, AND SKETCHES:

1. Popular types of visual aids.
 - ~ Pictures are readily available
 - ~ Color better than black and white
 - ~ Make sure central features you wish to emphasize stand out
 - ~ **Make sure they are large enough to be seen** – *this means words & pictures*
 - ~ Drawings are easy to accomplish
 - ~ Stick figures can accomplish the same thing as an elaborate drawing
 - ~ Major problem with these are size, color, and neatness –
don't make anything **too small**
 - ~ Use good contrasting colors (red & black on white – not chartreuse on pink)
 - ~ Make sure visual aid is neat

CHARTS:

1. A graphic representation of material that compresses a great deal of information into a usable, easily interpreted form.

- ~ Word chart
- ~ Maps

