

Tip Sheet for Visual Aids



- Make sure room is equipped with proper technology
- Don't use too many forms of visual aid – just enough to supplement your speech
- Make sure to bring a back up of your presentation (zip drive, Cd-rom)
- Don't rely too much on the aid during your speech, practice and be comfortable with it beforehand.
DON'T TALK AT YOUR VISUAL AID.

PowerPoint Format Advice:

- Keep it simple! Avoid more than 4 bullets of text per slide.
- Use consistent slides – same background color and font text.
- Don't overflow your slides with graphics and pictures.
- If using an unfamiliar room, try to do a pre-run of your presentation.
- Use clear and readable font (size 28-32).

Pamphlet/Handout Advice:

- Consider when you want to use a handout.
- Direct your audience where to look for information. Example, number the pages.
- It may be best to hand them out towards the end of your speech. Don't draw them away from your speech by handing it out at the beginning.

Posters/Tri-Fold Advice:

- Make sure it can be seen by everyone in the room.
- Place it high so your audience will see it.
- Try to avoid making a "collage" and creating a poster that is too cluttered.
- Use large, clean font texts so your poster is easily readable.

Diagram/Table/Chart Advice:

- Avoid using a chart with too many rows/columns - it makes it very hard to understand.