



USING VISUAL AIDS

Visual aids are an important part of your speech, and they can be very effective if used correctly. Check out the following tips to help make your visual aid support your speech!

- **Special Equipment:** If you are planning to use a PowerPoint presentation, VHS, DVD, etc., be sure that you arrange for the needed equipment to be in the room in which you give your speech.
- **Illustrate:** The purpose of a visual aid is to help illustrate or highlight important points in your speech. It should not be used as a prop.
- **Reference:** Refer to your visual aid during your speech, and practice how you will do this. If it is something you need to hold up for your audience, practice so you feel comfortable.
- **Punctuality:** Arrive early so you can check that the equipment needed for your speech is working properly and so that you can lay out necessary materials.
- **Storage:** Your audience should only see your visual aid when you are referring to it. When not in use, store it so the audience cannot see it or otherwise be distracted by it.