

## **Rules for Using Visual Aids:**

1. Avoid using the whiteboard.
2. Prepare visual aids in advance.
3. Practice with your visual aids.
4. Make sure your visual aids are big enough for all to see.
5. Display visual aids where all listeners can see the.
6. Do not stand in front of visual aids.
7. Avoid passing visual aids among the audience.
8. Do not give a handout to your audience while you are speaking.
9. Display visual aids only while discussing them.
10. Talk to your audience and not your visual aids.
11. Explain visual aids clearly and concisely.
12. Use your aid during the speech, rather than after.
13. Do not put many small photos on one sheet of poster board.

Hogan, J. M. (2011). *Public speaking and civic engagement* (pp.252-254). Boston: Allyn & Bacon.

Lucas, Stephen. (1995). *The Art of Public Speaking*. (5<sup>th</sup> ed.). NY: McGraw Hill.

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