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Chapter 1 : Using Overhead Projectors in The Classrooms | csinan

OVERHEAD PROJECTOR. Beneficial Strengths. This projector definitely has a number of advantages that would outdo most other visual teaching aids. For instance, a lecturer can use it in just the same way that he or she would use a chalkboard, but the biggest advantage would be that with the projector, lecturers all over the world now get to face the whole class and maintain eye contact all times.

By welcoming technology into the classroom, teachers can take advantage of this “benefitting from increased engagement and better learning retention as a result. More efficient note-taking It can be difficult for students to concentrate on listening and note-taking simultaneously. This can also reduce the issue of pupils taking down incorrect or irrelevant notes, which is particularly useful when covering new or complex topics, as it ensures everybody has the same correct foundations to refer back to. Up to ten students can draw on an interactive projector screen at any one time, making them ideal for increasing engagement via group projects and presentations. When students are working together in front of the class, they are likely to take participation more seriously. The result is that they stay engaged for longer. Interactive projectors also make it easier to teach dynamically: Take a moment to research it online as a group An interactive projector can be a valuable tool for increasing engagement, even if your students stay in their seats. Watch videos together, take online pop quizzes or view real-time information on the topics you discuss. Build games into your lessons Social networks and smartphone technology have contributed to the rise in popularity of simple puzzle-type games. For teachers, this is good news: Reward good behaviour with a quick on-screen maths game at the end of the lesson, or use quizzes to test English or foreign language skills. Just like smartphones and tablets, interactive projectors use multi-touch, meaning multiple students can complete a puzzle together. There are two options here: Breaking up a lesson into shorter, varied segments can help children stay focused on the material and learn more effectively. Interactive projectors are perfect for this: Do away with work-sheets: Each element of your lesson can be pre-planned on a laptop, and for simple presentations, you can just insert your USB drive directly into the projector. Blended learning is also much easier with a projector. You can demonstrate a new concept to your class using the screen, and then allow them to practice in small groups. The information used in your presentation can then be posted online, so students can use it for independent study. Make better use of time in the classroom Before projectors became so common in the classroom, teachers would have to get into class early to write up notes, and constantly erase and rewrite content on the board as the lesson progressed. These regular disruptions often caused students to lose interest, or start chatting among themselves as they waited for the next part of the lesson. Then, more time would be wasted on classroom management. Now, you can plan presentations and exercises in advance, use them for multiple student groups, and share them with other teachers.

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Chapter 2 : 5 benefits of teaching with an Interactive Projector - Hitachi Digital Media Group

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Objects models, experiments, products Making photographic slides, video and film yourself. The following guidance assumes that you will not make photographic slides, video or film yourself, but will use those produced by somebody else. Making them yourself is more expensive and complex, especially for video and film. Where could you get help with the technical aspects of taking photos? If you want to make a video or film you need specialist equipment and editing facilities. For background information, arrive a few minutes early to produce it remember to check that the room will be free. It may make you nervous to write on the spot, so practise in advance. Using it in a presentation. Use only dry wipe markers on whiteboards. Use colours that the audience can see easily. You can use different colours for different types of point. Take with you spare markers, chalk, duster and board rubber. Write quickly to avoid interrupting the flow of the presentation. Write big, bold and clearly. Avoid talking to the audience with your back to them while writing or looking at the board. Wipe off information when you move on to another topic. Leaving it on can distract the audience. Check in advance that there will be a flipchart stand and pad in the room. Prepare any flipchart sheets you can in advance. It can be cumbersome to use or it may make you nervous to write on the spot, so practise in advance. Use felt tip pens or dry-wipe markers. Avoid talking to the audience with your back to them while writing or looking at the flipchart. Cover flipchart notes when you move on to another topic. Leaving them on display can distract the audience. They are good for: Make the text big enough to see. Ensure that the diagrams are big enough to see. Would it be better to have the diagram as a handout? Avoid pale-coloured text which will be difficult for the audience to read. If possible, word-process slides print on paper, then copy on to photocopiable acetate. If hand written, use special OHP pens. Have as few words as possible on a slide eg up to 10. Number the slides to make it easy to see the right order during the presentation. Have enough slides eg about 1 for every 2 minutes of your presentation - the audience may be confused by more. Using them in a presentation. Make sure that all the audience can see the projected slide. Turn off the OHP when not referring to a slide the fan noise and the text on the screen may distract the audience. Correctly order the slides in advance paper between them helps. Remove the backing paper in advance it may make you fumble in the presentation. Check in advance that the slides are the right way up and that the whole slide appears on screen. Learn to focus in advance. Do not stand between the projector and the screen. Do not talk facing the screen you can refer to a paper copy of the slide while facing the audience.

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Chapter 3 : Using visual aids " University of Leicester

despite advantages in technology, it is still necessary for speaker for a speaker who is using overhead projector to work in the when practicing the speech false if u are summarizing statistical trends in a speech, the best visual aid to use would be a chart.

For instance, a lecturer can use it in just the same way that he or she would use a chalkboard, but the biggest advantage would be that with the projector, lecturers all over the world now get to face the whole class and maintain eye contact all times with their students instead of having to turn around and write. As a teacher, you would know that this eye contact plays a very big role in both facilitative as well as expository teaching, and serves both as a means of receiving feedback from the class on how good or bad the session is and as an outward non-verbal communication medium for the teacher. Another very important benefit that the projector has over the chalkboard is that it is multipurpose and can be used to present prior prepared material, which enables lecturers to build notes, tables, diagrams, and so on; and these can be used anytime, repeatedly. These overhead transparencies are fairly compact when you compare them with some of the other types of visual aids like charts and can easily be stored in boxes, folders, files, or large envelopes. As compared to most other projected visual aids, the projector also has another big advantage, as it does not require a room to be darkened, so it allows students to take notes easily. It can also be used in any kind of room, except ones with extreme bright lights or in the direct sunlight. Possible Weaknesses The drawbacks of this projector include the basic fact that it requires a constant power supply and also requires a white flat surface on which its image can be projected. Unlike marker boards and chalkboards, these projectors require a small amount of maintenance. They are more likely to crack or break, so you must be very careful and always keep a spare bulb close at hand. Another disadvantage is that some teachers find the glare that is emitted from the projector quite bothersome, even though this can be overcome by attaching a shade to the device. Lecturers and teachers always forget that this illuminated projection area in the projector is not the same exact size as the acetate sheets that produce the transparencies. Lastly, lecturers and teachers tend to overuse these overhead projectors only because they are so convenient. They employ it in situations where, on other occasions, other visual aids would have been more effective. They are indeed very expensive and this means that they are in no way a match for the overhead projector. Overhead projectors are more reachable and less costly for the many school budgets. Moreover, overhead projectors are easy to use. This is another consideration you must think about while using them for your demands. In this case, you have to know well that these are easy to use so you do not need to learn more about the process of operating. Since of ease of use provided by them, each of people will be able to operate it very well. Therefore, it is very important for lecturers and teachers to know how to use the projectors effectively, so as to exploit its potential to the maximum level.

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Chapter 4 : Different types of visual aids

Stand off to one side of the overhead projector while you face the audience - Too many people stand between the overhead projector and the screen causing a shadow of the presenters body. Standing to one side will allow the audience to see you as the presenter and will prevent you from blocking their view of your visual aid.

Using Visual Aids Visual aids are enhancements to a presentation that can engage the audience, provide additional information, and reinforce key points. Years ago, equipment like overhead projectors and posters provided the common visual aids; however, with the evolution of multimedia, enhancements like PowerPoint slide shows and portable digital projectors for showing animated clips have become common. One pitfall of visual aids is that they can interfere with a presentation by causing distraction. Experts recommend limiting aids to those that are essential and powerful in order to focus and not overwhelm an audience. A Background on Visual Aids The use of visual aids for presenting, coaching, and teaching has been around since the s and s, consisting of film strips, glass slides and physical pass-around objects. Several universities have amassed catalogs of visual aid products that trace the history of using visual literacy and visual education to reinforce main content. The appeal of the aids is that they address additional learning styles. Not all people are auditory learners who can synthesize information from lectures and speeches. Many learners are visual learners who respond better to still or moving images. In an oral presentation, information is often said too quickly for some audience members to grasp. Even if some listeners can grasp some points, their ability to retain these points after the speech may be faulty. Therefore, a primary goal of visual aids is to organize and punctuate the key take-away points that a speaker wants an audience to remember. Retention of specific facts and details can be enhanced by visual aids that show relationships between facts by using tables or graphs; these deliver synthesis at a glance. Statistics show that three hours after a presentation only 70 percent of people can remember content presented verbally. The retention of information reinforced with visual content, however, is much higher after three hours: The impact of visual aids on the retention of content in a speech is even more impressive after three days. Sixty-percent of listeners can remember visually enhanced content, compared with only 10 percent remembering exclusively verbal presentations. Kinds of Visual Aids: Six most common types of visual aids. Why Visual Aids are Necessary: An essay on the benefits of enhancing oral content with visuals. Start to Finish Guide: A basic primer on forming presentations from start to finish with visual aids. Overview of Developing Visual Aids: This overview guides general development of a variety of visuals. A list of answers to frequently asked questions concerning visual presentations. Includes advice and tips. Visualizing Data and Stats: A guide to presenting statistics in a meaningful, visual way. The pros and cons of employing certain visual aids. Timeline of Visual Education and Technology: This website includes a click-able timeline on visual education, starting with the creation of a Division of Visual Aids at Boston University in Elements of Visual Aids: These sets of slides identify the elements that separate good visual aids from bad. This site lists the qualities that increase the effectiveness of visual aids. Using Visual Aids in Classroom Presentation: This page document looks at the benefits of using visual aids for pre-school and primary school children. Using Visual Aids in Business Communication: Types of Visual Aids Handouts are the most widely used form of visual aid. They can be a single page or multiple pages. The most effective handouts do not rely on words alone, but include colorful and informative graphics and charts. Any words included are typically in an easy-to-read font such as Courier or Times New Roman and imposed on a white background. An advantage of handouts is that they allow an audience member to view examples and addendums that extend the presentation and enlighten with details. Another benefit is that listeners can use the main points highlighted in a handout as guideposts for understanding and following the oral delivery. There are pitfalls to relying on handouts, however. Some audience members become overly engrossed in them to the point that they cease listening to a speaker altogether. Tips for Using Handouts: This list of tips identifies the sections of a handout intro, body, quotes, examples, tables, references as well as how to make a handout more accessible to a reader. The file

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discusses how to streamline handouts for lectures to maximize the impact of information. There are two forms of slides that can be used as visual aids: Project slides are physical objects, often made of glass or plexiglass, which are shuffled into a projector that produces the image on a white screen that must be brought to the presentation or provided by the host facility. PowerPoint slides are digital slides that are created on a computer with text, animation, video and audio. The digital slide show can be shown on a white screen by using projection equipment or shown on a large monitor or television via an HDMI or other cable connection. The disadvantage of the classic physical projector slide is that the presentation room must be completely darkened. While a PowerPoint presentation can often require a dim atmosphere, those shown on a television monitor can be seen effectively in normal room light. Another advantage of PowerPoint slides is that the slide show can be conveniently carried on a thumb drive or data card. A disadvantage of physical projector slides is that they cannot be embellished with animation and motion video. This list highlights the pros and cons of using projector slides. Projecting a PowerPoint Presentation: This visual how-to list offers instructions for using a computer slide show with a projector. Flip charts are oversized bound notebooks or tablets that rest on easels and can be flipped to a new page during main points of a presentation. When used, flipcharts have to have content that is large enough to be viewed by the entire audience. They also have to be positioned at an angle that can be seen from around the room – a task that is often difficult. Using symbols, borders, and block letters often make flip charts more legible and effective. Benefits of flipcharts include being portable, inexpensive, and easy to make. They also create an intimate atmosphere. By having one universal aid like the flipchart, the need for mass handouts is eliminated. The most common drawback is that no matter how big they are, flipcharts often cannot be seen by everyone in the audience and often require a reshuffling of seats in order to increase viewership. Another drawback is that even up-close, flipcharts are often illegible and cannot hold too much information without appearing cluttered. Making a Flip Chart: This tutorial guides in both basic and alternative flipchart styles. Posters are a visual aid that can often convey the themes and sound bites of a presentation in clever, succinct ways. A creation of few words, a typical poster relies on images and symbols to convey ideas figuratively. Posters can be used to summarize at the end of a presentation section. Also, they can be an animated way to introduce new content. A disadvantage is that a good poster can only focus on one complete idea. So, the presenter has to make sure the poster has an umbrella impact or has to create multiple posters to use throughout the presentation. Also, text on posters is often too small to be read from a distance. A positive, however, is that one large graphic or image on a poster can be all it takes to drive home a point and make it memorable. Website lists reasons to use posters in visual presentations and what to include in them. This site summarizes what makes a poster effective and ineffective. Videos, with their crisp color and dynamic presence, can often captivate an audience that has grown weary from oral presentation. There are several kinds of videos that can be utilized in a presentation. Self-created videos made via camcorders, wireless phones, and movie maker software can be used from storage on a hard drive. Online videos can be commandeered for a presentation if a monitor and Internet connection are available. Film strips or whole movies can also be shown using a DVD player, projector, or computer. The advantage is that video can elevate themes and content through storytelling. Stories resonate with audiences and are more likely to be remembered. With online video networks like YouTube and Google Video one advantage is that a presenter has a global archive at her fingertips. A disadvantage is that special equipment often has to be prearranged; internet connections, monitors, projectors, and DVD players may not be available at all sites or could have electrical malfunctions that thwart their use and impair presentation plans. Online Videos in Slideshows: This tutorial uses audio and slides to explain how to insert online videos in PowerPoint presentations. This guide explains how to use a video filmed with a personal camera in a presentation. Certain rules and guidelines ensure that a visual aid becomes an effective tool rather than noise. The first and most oft-broken rule is never to let the visual aid simply mirror and echo the presentation point by point. Include only specific data and ideas that are the key take-away points you want the audience to remember – not general information. Make each aid an occasion to pause and reinforce; reinforcement is different from redundancy. Visual aids with simple redundant

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information that has already been spoken are useless and often ignored. Some of the most effective visual aids are numbers and statistics -- provided they are not left in numerical form. When translated into colorful bar graphs, pie charts, and maps, statistics can lend authority and substance to any presentation.

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Chapter 5 : The Advantages of Overhead Projectors | calendrierdelascience.com

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Think about the value of a visual aid to your speech: Aid in clarity 3. If you choose the latter be sure you know how to operate the software and your computer. And be sure to give me one class period notice you will need the connecting cord for the unit. Kinds of Visual Aids: Objects - if your speech has an object linked to it, you can get access to it, and it is not something banned see assignment instructions by the assignment, this can be an excellent means of visual support. Models - a good substitute for an actual object if that object is unavailable, too large or too small. Photographs - often thought to be a good visual aid choice, but only if the photo is large enough to be seen by the audience. Most photographs are not designed to be viewed from feet away, making many photographs too small to be seen and consequently are often poor choices. Drawings - as the name indicates; sometimes good but be sure the audience can identify what the drawing depicts. Graphs pie, line, and bar - any visual representation of statistical data. Not mandatory but if you choose to make statistical visual, your choices are one of three graphs: Dramatic change in data in a short period are sometimes called mountain graphs. Flow charts are classic examples of this; showing a step-by-step process of something. Common mistake is cramming too much information onto the chart; making it too busy and less effective for the speech. This is designed to support you, not you supporting it. Transparencies - most commonly used in business presentations. Easy to make, cost-effective, and easy to transport. Do not just copy a page from a book and make it into a transparency. The Speaker - technically the speaker is a visual aid, but you are not an acceptable alternative to any of the above items. In short, do not try to beat me on a technicality, you cannot be your visual aid for any assignment in this class. Guidelines or tips in the preparation and use of your presentation aids: Some tips in the actual use of the visual aid: Practice with the visual aid. Know how to use the overhead projector and how to operate Power Point. Have the visual aid ready to go. Prepare it before you come to class. Creating a visual aid usually on the board will detract from eye contact with the audience and usually is of poor quality. Maintain eye contact with audience. But never forget it is your audience who deserves the majority of your attention. One sure way to do this is to pass around objects while speaking. This is alluring to many students, but it serves as competition for the speaker. If you pass objects around while speaking, we cannot devote our full attention to you. Additionally, remember to turn off the overhead projector when you move on to other topics. Display the visual support only when you need to show the audience. Turn away a poster when you do the same. In short, keep the focus on you - not a visual aid that does not apply to the issue at hand. Explain the visual aid clearly yet concisely. Tell us what is significant about it; let us digest its value and then move on. Do not just put it up for us to see and you ignore talking about it.

Chapter 6 : Presenting Effective Presentations with Visual Aids

Years ago, equipment like overhead projectors and posters provided the common visual aids; however, with the evolution of multimedia, enhancements like PowerPoint slide shows and portable digital projectors for showing animated clips have become common.

The use of visual aids, coupled with good public speaking skills, work hand-in-hand to create effective presentations. Your speaking style and stage presence are personal talents that you can refine with much practice and experience. Each aspect of effective presentations, however, could not be detailed in this discussion. Instead, much emphasis is given to visual aids which are essential to all successful presentations. Establishing your objectives, planning and organizing your material, and using appropriate visual aids are the essential ingredients. The recipe for effective presentations calls for all three ingredients, and you must use them in the order in which they are presented here. By establishing your objectives first, you can prepare material that supports each objective. The use of visual aids will move you further along toward your objectives by illustrating and emphasizing your ideas more effectively than words alone. As you start to design your presentation, you must ask yourself, "What do I want to accomplish by making this presentation? It is these objectives that drive your presentation and move the audience to your end goals. Your end goals may be that the attendees take a particular action, adopt a new perspective, or respond to facts and information. Establishing these goals requires careful planning. The key to designing your presentation is determining these objectives. After all, they become the foundation upon which your content, organization, and visual aids are built. By considering the nature of your audience, you can more easily determine what you will present and how you will present it. An audience analysis will enable you to: Let the audience analysis influence the form of information presented so you can create this bridge. Planning and Organizing Your Material When you have determined the characteristics of your audience, then you are ready to plan and organize your material. The tips listed below will assist you in tailoring your approach accordingly. Keep in mind that the use of visual aids will help to produce effective one-way or two-way communication. Many factors are involved in choosing these visual aids, and the type of interaction you want to develop with the audience will influence your choice. Planning Your Material Do not wait to prepare your presentation while on your way to the training session. You cannot do your best at presenting or persuading by "winging it. Limit content to your major point and no more than five key supporting points. Prepare your content considering such things as whether they are likely to be friendly or unfriendly, lay or technical in their background, and whether they want only to listen or to respond and contribute. Select appropriate visual aids and a presentation style that will be effective in the physical setting for your training session. Recognizes the importance of reinforcement in adult learning Completes the communication for the listener Informs people who arrive late of what they missed Recognizes the importance of organization, highlighting, and summarizing main points for the audience Serves to clarify main themes for the audience at the end of the presentation Using Visual Aids Visual aids help your presentation make things happen. Visual aids help you reach your objectives by providing emphasis to whatever is being said. Visual aids involve your audience and require a change from one activity to another: When you use visual aids, their use tends to encourage gestures and movement on your part. This extra movement reinforces the control that you, the speaker, need over the presentation. The use of visual aids, then, are mutually beneficial to the audience and you. Visual aids add impact and interest to a presentation. With pictures, the concepts or ideas you present are no longer simply words - but words plus images. The chart below cites the effectiveness of visual aids on audience retention. People tend to be eye-minded, and the impacts visual aids bring to a presentation are, indeed, significant. The studies, below, reveal interesting statistics that support these findings: In many studies, experimental psychologists and educators have found that retention of information three days after a meeting or other event is six times greater when information is presented by visual and oral means than when the information is presented by the spoken

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word alone. The use of visual aids, then, is essential to all presentations. Without them, the impact of your presentation may leave the audience shortly after the audience leaves you. By preparing a presentation with visual aids that reinforce your main ideas, you will reach your audience far more effectively, and, perhaps, continue to "touch" them long after the presentation ends. It is critical that you prepare visual aids that reinforce your major points, stimulate your audience, and work well in the physical setting of your presentation. Visual aids and audio-visu-als include a wide variety of communication products, including flip charts, overhead transparencies, slides, audio-slide shows, and video tapes. Demonstrating a process or simply passing around a sample of some equipment or model are also effective way to clarify messages visually. If visual aids are poorly selected or inadequately done, they will distract from what you are saying. The tips listed below will help you in the selection and preparation of visual aids. Tips on Preparing Visual Aids Start with at least a rough outline of the goal and major points of the presentation before selecting the visual aid s. For example, a particular scene or slides may trigger ideas for the presentation, providing the power of images. Do not proceed too far without first determining what you want to accomplish, what your audience wants to gain, and what the physical setting requires. Each element of an audio-visual product - a single slide or a page of a flip chart presentation, for example, - must be simple and contain only one message. Placing more than one message on a single image confuses the audience and diminishes the potential impact of visual media. Determine the difference between what you will say and what the visual aid will show. Do not read straight from your visuals. Ask the audience to read or listen, not both; visual aids should not provide reading material while you talk. Rather, use them to illustrate or highlight your points. Give participants paper copies of various graphic aids used in your presentation. They will be able to write on the paper copies and have them for future reference. Assess your cost constraints. An overhead transparency presentation can always be used in a formal environment if 35 mm slides are too expensive. Account for production time in your planning and selection process. Slides must be developed, videotape edited - you do not want to back yourself against a wall because the visuals are not ready. You can often get production work done in hours, but it is much more expensive than work that is done on an extended schedule. Use local photographs and examples when discussing general problems and issues. While a general problem concerning welding safety, for example, may elude someone, illustrating with a system in use at the site can bring the issue home. Use charts and graphs to support the presentation of numerical information. Develop sketches and drawings to convey various designs and plans. When preparing graphics, make sure they are not too crowded in detail. Do no over-use color. See that line detail, letters, and symbols are bold enough to be seen from the back of the room. Do not use visual aids for persuasive statements, qualifying remarks, emotional appeals, or any type of rhetorical statement. They should provide reinforcement following your address. Consider giving them out after the presentation, unless the audience will use them during the presentation or will need to review them in advance of the presentation. Practice presenting the full program using graphic materials so you are familiar with their use and order. If you use audio-visual materials, practice working with them and the equipment to get the timing down right. Seek feedback on the clarity of your visuals and do so early enough to allow yourself time to make needed adjustments. The question of what to use and how to choose is an excellent one. The next several pages will help you answer this question by identifying the advantages and limitations of each type of visual, as well as the development techniques required in preparing each. By looking at these pros and cons, you can more easily decide what will work best for your presentation. Flip Charts Flip charts are quick, inexpensive visual aids for briefing small groups. The charts, felt-tip markers and graphic materials are readily available, and with a modest ability at lettering, the presenters can compose the desired visual aid in-house. Help the speaker proceed through the material Convey information Provide the audience with something to look at in addition to the speaker Can be prepared prior to, as well as during, the presentation Demonstrate that the speaker has given thought to his or her remarks Can be used to record audience questions and comments Can be converted to slides Limitations: May require the use of graphics talent Are not suitable for use in a large audience setting May be difficult to transport When Developing Flip Charts: Each sheet of paper should contain one idea,

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sketch, or theme. Words, charts, diagrams, and other symbols must be penned in a large enough size to be seen by people farthest from the speaker. For example, a 1-inch letter is legible from 32 feet, and a 2-inch letter from 64 feet. Divide the distance from the back of the room to the visual by 32 to determine the minimum size of letters. Use block lettering, since it is easiest to read. Use all capital letters, and do not slant or italicize letters. Use and vary the color. Also, check from a distance to make sure the color works well and is not distracting.

Overhead Transparencies Overhead transparencies are useful for audience settings of 20 to 50 people and can be produced quickly, easily, and inexpensively. Any camera-ready artwork, whether word charts, illustrations, or diagrams can be made into transparencies using standard office paper copiers. Most manufacturers of paper copiers offer clear and colored acetate sheets that run through copying machines like paper, but transfer a black image into acetate for use as overhead transparencies. The only piece of hardware required is an overhead transparency projector. Overlay transparencies provide a good cumulative presentation. Speaker can use an overhead projector with significant light in the room, thereby enabling the speaker to maintain eye contact with the audience. The projected image size is sometimes too small to be seen from the back of a large room. Often, the image does not sit square on the screen, as the head of the projector is tilted to increase the size of the image. It is difficult to write on the transparency while it is on the projector.

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Chapter 7 : Undeniable Conference Impact: Using Visual Aids

As with a lot of classroom tech, overhead projectors declined in use as more high-tech options for classroom visual aids became available. In the s, data projectors that could be connected to a TV or computer were introduced; by , 3D projectors were on the market.

You should be able to do your presentation on a blank stage, with no props, and have it work on its own. The whole idea of visual aids is to enhance your presentation, not to be the purpose of it. The absolutely worst presenters are those who use the equipment as a crutch. For example, those who stand up before a group and just read slides during a presentation. It is very important that you follow the rules of using visual aids in the next pages to have a successful presentation. [Click Here to find out how to Avoid visual aid blunders.](#) Everyone in business has one and usually uses it. They are a common fixture in most conference rooms. Overhead projectors can greatly enhance your presentation if they are used right. They are very easy to use and can accommodate large or small audiences. Tips on using this vital piece of equipment: Make sure the plug reaches the socket. It is a good idea to carry an extension cord 2. Put the projector at a height that is comfortable for you. Make sure the lens is dust free. Put the projector on a vibration free base. Arrange the electric cord so no one will trip over it. Focus and center the picture on the screen beforehand. Never assume projectors will work. Have a backup strategy ready. Keep the screen above the heads of the participants. Keep the screen in full view of participants. Darken the room appropriately by blocking out sunshine and dimming nearby lights. Turn the screen off between slides if you are going to talk for more than two minutes. No one should be farther from the screen than six times the width of the image. Talk to the audience, not to the screen. Check the height of the easel. Make sure you have plenty of paper. Title each page with a short topic or heading. Printing should be neat and legible. Use different colors for page headings and primary points. The color red should be used only for emphasis. Do not use pastel colors. Black, blue, dark green and brown are acceptable. Put marker down when you are not using it. Do not write more than ten lines on a page. Do not fill the page to the bottom. People in the back will be unable to see. Respond to and note input from participants. Post important papers on the wall with masking tape or pins. Do not write on the papers after posting on the wall. The pen may bleed. Respond to and highlight input from participants. Allow time for reading, retention and note taking. For complex pages, prepare ahead in light pencil and then trace with a marker. If you travel with prepared pages, roll them up and carry them in a mailing tube. Sometimes you might use two easels, one already prepared and one for extemporaneous use. Be sure the videotape is rewound and at the starting point. Do this right after you show the film. Check to make sure the playback machine and the monitor are playing properly. Check this before the session so you may replace the machine if it is not working properly. Check audio level and contrast. Lights should be dimmed but not turned off. Explain what the purpose of the tape is before playing it. Show interest in the tape and watch it enthusiastically. Summarize the main points after you have shown the tape. Be sure the tape is rewound and at its starting point. Adjust the volume so all participants can hear. Use a high quality recorder to prevent distortion. If the recorder is portable, position it at table level of the participants. Explain the purpose of the tape and identify the speaker before playing. Always carry a backup tape! If you are using training manuals, make sure each student has one. Make sure you have a few extra books with you in case extra students arrive. Make sure you frequently reference page numbers with your audience so they know where you are in the book. For visual variety provide handouts on yellow light blue paper. Distribute the handouts just prior to discussing the topics. Have extra handouts for unexpected participants. If you are going to be moving around during your presentation make sure that a clip on Lavalier microphone is available. The Lavalier should be attached to a jacket, lapel, collar, neckline or tie above the mid chest level, but not against the larynx or your voice will become muffled. Speak clearly into the microphone. Keep proper distance from the microphone. When using a standard podium microphone talk about six inches from the microphone. Repeat questions from the audience into the microphone. This helps

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everyone hear the question that was asked.

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Chapter 8 : Visual Aids for Presentations - What to Consider

They command attention but, as with other visual aids, care must be taken to talk to the audience and not the screen. OHPs are suitable for both large and small groups although the machines can be noisy and unreliable and the projector can obscure the screen.

Using the Overhead Projector While the current trend in the training industry is heading toward the use of the LCD Projector technology, the overhead projector is still the most popular presentation device used today. Most facilities have an overhead projector in every training room or conference room. Although it is the most widely used, it is also the biggest abused. Some presenters continue to misuse the overhead projector even though they have used them for years. I have provided below some basic guidelines and tips when using an overhead projector. Although some of these tips seem like common sense, many presentations fail because these basic tips are not consistently applied. Here are some tips and rules to be aware of: Practice giving your presentation using your visual aids to check out how well they project. This is a good time to also check for spelling errors. Have a friend sit and watch your presentation and make notes on any problems or needed improvements with your visual aids. Practice using your overhead transparencies so you will be comfortable with handling them correctly. Stand off to one side of the overhead projector while you face the audience - Too many people stand between the overhead projector and the screen causing a shadow of the presenters body. Standing to one side will allow the audience to see you as the presenter and will prevent you from blocking their view of your visual aid. Do not face the "projected" image on the screen - Face your audience and not the screen. Many presenters face the screen and end up talking to the screen. Cover the transparency when you are done using it-with an opaque piece of cardboard I usually mount a solid sheet of paper on one of my transparency frames. You may also turn off the projector completely, but beware, this can cause the projector bulb to burn out sooner. Bring a spare bulb! Bring spare bulbs and a glove to change the bulb. The old bulb will be HOT! Make sure you know how to change the bulb. Remember HOT glass looks the same as cold glass! In either case, you want to stand in the center of the speaking area and face the audience when you speak. Place your overhead projector on a table low enough so it does not block you or the screen. Have a small table next to the overhead so you can stack your overheads before and after you use them. Place your screen on a diagonal instead of directly behind you-this will assure that you do not block the view for your audience. Also, have the top of the screen tilted forward towards the overhead projector if possible to prevent the "keystone" effect This is where the top of the image is larger than the bottom. Tape the power chord to the floor - to protect you or someone else from tripping. As the presenter, tripping over the chord and falling, although humorous, is one large gesture you would prefer to avoid. Store your overhead transparencies in a sturdy box or container so they will stay clean and protected for the next time you need them. Label the box and include a "clean" copy of your handouts in the box. This will make it easier for you the next time you give your award winning presentation again. Overhead projection is perceived as being "less professional" than slides in a formal setting. Projected with presentation Added in conjunction with presentation Revealed one point at a time see progressive disclosure Points in group discussions can be: Listed to verify communication Used to focus further discussion Charts, grids, illustrations can be: Prepared in skeleton form prior to presentation Modified, filled in labeled, etc. Highlighting Use pen of different color from original. Be sure to use water-soluble pen if you need to re-use the original transparency. Use underline, circle, arrow, check, bullet, star, etc.

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Chapter 9 : Using the Overhead Projector

Use this section to help you prepare your visual aids when you have an actual oral presentation to make. There are Activities in the following guidance. If you wish to complete them and copy what you have done to the Scratch Pad, open the Scratch Pad first by clicking on its symbol on the top tool bar.

Study guide For a printer-friendly PDF version of this guide, click here This guide will help you use visual aids in your oral presentations to achieve the best impact. Your visual aids should be clear and concise, providing a stimulating addition to your spoken word. Planning an effective presentation. Introduction Visual aids can be a very powerful tool to enhance the impact of your presentations. Think of using visual aids for the following reasons: Think about using a variety of different visual images. Try using photographs, tables, diagrams, charts, drawings, key words, or video sequences. Be creative and deliberate in your choice of images to achieve the most impact. Think of your next presentation. How can you display your material visually? What techniques might help you present your argument or results in a stimulating way? What might add emphasis to your spoken words? When to use visual aids Words and images can be used throughout your presentation from the introduction to the conclusion. However, remember to restrict their use to key moments in your presentation; an over use of visual aids can be hard to follow. Think about using visual aids at the following times: Introduction display the title of your presentation; define particular technical terms or units; indicate a structure to your presentation by listing your main points; display an image which encapsulates your theme s ; highlight a question you intend answering during the course of your presentation; Main points highlight new points with an appropriate image or phrase; support technical information with clearly displayed data; indicate sequence by linking points together; offer evidence from your research to support your argument; Conclusion summarise your main points on a slide; present your conclusion in a succinct phrase or image; display your key references to allow your audience to read more on your topic. Different types of visual aids There are many different types of visual aids. The following advice will help you make the most of those most commonly used. PowerPoint or equivalent Microsoft PowerPoint is probably now the most commonly used form of visual aid. Used well, it can really help you in your presentation; used badly, however, it can have the opposite effect. The general principles are: White or black board White or black boards can be very useful to help explain the sequence of ideas or routines, particularly in the sciences. Use them to clarify your title or to record your key points as you introduce your presentation this will give you a fixed list to help you recap as you go along. Rather than expecting the audience to follow your spoken description of an experiment or process, write each stage on the board, including any complex terminology or precise references to help your audience take accurate notes. However, once you have written something on the board you will either have to leave it there or rub it off - both can be distracting to your audience. Check to make sure your audience has taken down a reference before rubbing it off - there is nothing more frustrating than not being given enough time! Avoid leaving out of date material from an earlier point of your presentation on the board as this might confuse your audience. Paper handouts Handouts are incredibly useful. Use a handout if your information is too detailed to fit on a slide or if you want your audience to have a full record of your findings. Consider the merits of passing round your handouts at the beginning, middle and end of a presentation. Given too early and they may prove a distraction. Given too late and your audience may have taken too many unnecessary notes. Given out in the middle and your audience will inevitably read rather than listen. One powerful way of avoiding these pitfalls is to give out incomplete handouts at key stages during your presentation. You can then highlight the missing details vocally, encouraging your audience to fill in the gaps. Flip chart A flip chart is a large pad of paper on a stand. It is a very useful and flexible way of recording information during your presentation - you can even use pre-prepared sheets for key points. Record information as you go along, keeping one main idea to each sheet. Flip back through the pad to help you recap your main points. Use the turning of a page to show progression from point to point. Remember to

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make your writing clear and readable and your diagrams as simple as possible. Video Video gives you a chance to show stimulating visual information. Use video to bring movement, pictures and sound into your presentation. Always make sure that the clip is directly relevant to your content. Tell your audience what to look for. Avoid showing any more film than you need. Artefacts or props Sometimes it can be very useful to use artefacts or props when making a presentation think of the safety routine on an aeroplane when the steward shows you how to use the safety equipment. If you bring an artefact with you, make sure that the object can be seen and be prepared to pass it round a small group or move to different areas of a large room to help your audience view it in detail. Remember that this will take time and that when an audience is immersed in looking at an object, they will find it hard to listen to your talk. Designing visual aids There are many different rules for designing visual aids, some of which will apply directly to different kinds of equipment. In general, sticking to the following guidelines will produce high quality visual images: Always remember that an audience should be able to understand a visual image in a matter of seconds. Room layout Remember that your audience needs to be able to see you as well as your visual aids. Try to involve every member of your audience by changing the layout of your room. Below are some suggested layouts to help maximise contact between you, your audience and your visual aids. Speaking to small audiences Speaking to larger audiences Try these arrangements in different settings. Use them to create different atmospheres; for example, an intimate setting might suggest an informal tone, whilst placing yourself at a distance might suggest a more formal relationship. There is nothing worse than a presenter struggling with their visual aids. A confident use of visual aids will help marry them to your spoken presentation helping them become part of an impressive performance. Summary Use visual aids to display complex information clearly and introduce variety into your delivery technique. Make sure that you are familiar with the equipment required to create and display visual aids, and deploy visual aids creatively in your presentations mixing techniques and media to create an impact.