

Name: _____

Period: _____ Date: _____

Ch.13, Sec. 3

Using Audio and Visual Aids in a Speech

Advantages:

- a _____ is worth a thousand _____
- your speaking time is _____
 - visual aids allow _____ or _____ of complex info
- your audience is visually _____ & visually _____
 - we are accustomed to receiving 2 _____:
 1. _____ (verbal)
 2. _____
- visual aids:
 - add strong _____ to your speech
 - can aid _____
 - enhance every _____ of your speech

Types of Visual/Audio Aids:

- _____:
 - show us the _____ of a process when you can
- _____:
 - great for _____ speeches
 - make sure it's large enough
 - *if too big, perhaps a _____ would be more suitable
- _____:
 - size _____: photos are usually too _____
 - _____:
 - *enlargement on color copier
 - *scan & upload to internet

- _____:
 - be _____; you needn't be an artist, but:
 - *be _____
 - *keep it simple
 - *keep it _____ enough to see from a distance
 - *highlight most important info with _____

- _____ graphs ; _____ charts ; _____ graphs
 - great for:
 - *_____
 - *series of _____ numbers (which could be tedious to listen to)
 - *showing _____ of a whole
 - *indicating _____ over time

- _____
 - testimony from _____
 - music that _____ speech topic

- _____
 - several students have successfully integrated live _____ into speech
 - _____:
 - *don't play it for too long
 - *it should _____ topic, not use up _____

- _____
 - several students have successfully integrated _____ into speech
 - _____:
 - *don't _____ it for too long
 - *it should support topic, not use up time

- _____
 - there is _____ advantage:

*you upload your _____ files to web
*you can access your visual aids from any _____

- _____
 - presentation _____ create dynamic visual aids
 - make sure application is cross-platform: _____ or _____
 - _____:
 - *the more _____ your aids, the more things can go _____

Tips for Using Visual/Audio Aids:

- avoid using _____
 - you have to turn _____ to write
 - writing message is a _____
- visual aids must be visible & _____
 - check the room for _____
 - check any _____ equipment
 - make sure you know how to _____ it
- prepare in _____
- integrate visual aids into speech
- _____ using them
- rehearse maintaining speech _____ as you explain visual _____
- maintain _____ contact
- don't pass out items _____ speech
 - before or after
- reveal visual aids only as _____
 - having them out too soon can distract

- ----- them! don't just -----!
 - talk them through
 - describe -----
 - interpret statistics & -----