

## Tools for Teaching – Teaching and Presentation Skills

### Use Audiovisuals: Major Types of Audiovisuals

Advantages, Disadvantages and Tips for:  
Handouts, Flip Charts, PowerPoint Slides, Videos, Microphones

#### **Handouts**

##### **Advantages**

- Easily produced and photocopied.
- Provides supplemental reading - can be taken from session.
- Allows for more information on complex topics.
- Keeps participant from seeing information until presenter is ready to distribute.

##### **Disadvantages**

- May distract participants for remainder of your message.
- May never be looked at once your presentation is over.
- Can be expensive.

##### **Tips for Using Handouts**

- Keep them simple, easy to read.
- Leave space for notes.
- Pass them out at the time they'll be used (not in advance).
- If tight on time, pass them out as a set and ask people not to read ahead.

#### **Flip Charts**

##### **Advantages**

- Can be prepared in advance.
- Can be kept and displayed for reference.
- Colored pens help make key points.
- Relatively inexpensive and portable.
- Facilitates note taking/brainstorming and helps focus attention on key points.
- Stimulates audience involvement.
- Used with normal room lighting so presenter maintains audience contact.
- Can be hung on the wall.

##### **Disadvantages**

- Too small for large groups.
- Tendency to write too small.
- Paper may tear/markers bleed .
- Easily overused.
- Need wall space to hang.

### **Tips for Using Flip Charts**

- Use two flip charts so you can move from one side of the room to the other.
- Use two flip charts and two scribes to keep up with note taking.
- Avoid writing too much on one page and print legibly.
- Use bright, easily seen (and read) colors with wide tips.
- Distinguish between key points by alternating colors.
- Check markers and paper supply before your program.
- Tear masking tape in advance, and have on edge of easel to hang on the wall.
- Use Post-it style flip charts that stick on the wall.
- Continue to interact with the audience while writing.
- For diagrams, illustrations or charts - sketch lightly in pencil prior to your presentation and then trace image at appropriate time.
- Leave blank sheets between pre-prepared pages.
- When recording another's ideas, use their own words.
- Avoid over-abbreviating words.

### **PowerPoint Slides**

#### **Advantages**

- Slides are the individual pages of the presentation that can be created in black and white or color; as transparencies and/or 35 mm slides.
- Can use pictures, clipart, tables and graphics (from the Internet, pictures you have saved on a diskette which have been scanned or taken with a digital camera).
- Add special effects such as sound, moving graphics, color, special background, transitions, and builds.
- Audience handouts are slides that can be printed as 2, 3, or 6 slides on a page.
- Speaker notes may contain backup information for the presenter with a smaller picture of the slide.
- Ability to create and edit all text in the outline as well as individual slides.

#### **Disadvantages**

- Can be difficult at first to learn how to use it.
- Make sure you have a clear understanding of how specific equipment operates (e.g., picture in focus, volume adjusted); have the appropriate cords to connect the laptop computer to the projector.
- Allow enough time for set-up and pre-testing of equipment.

#### **Tips for Using PowerPoint**

- Always use the KISS principle (keep it simple and straightforward).
- Be consistent; don't change color on every screen just because you can; remember, you want the audience to focus on the instruction, not the frills.
- Use balance and be consistent.
- Use similar graphic and font styles
- Use only high quality slides (e.g., good exposure, in focus) .

Incorporate one thought per slide; all text, graphics, charts, and other images should reflect the "theme".

Include no more than two fonts on the same slide; if emphasis is required, use bold, shadow, or italic fonts.

Include no more than four bullet points of text on a single slide.

Choose the graphics carefully for the presentation; if properly chosen they can add to the learning; when improperly chosen, they can distract.

Use the appropriate equipment for delivery to your size of audience.

Have a back-up plan (e.g., overhead transparencies of your slides).

Practice your presentation with the equipment.

Avoid saying, "I hope this works" or "Now, let see if I did this right".

Have extra batteries, extension cord and 3-prong adaptor.

### **General Rules for Designing Overheads, Slides and PowerPoint Slides**

Follow the "6 x 6 rule" - maximum of 6 lines, maximum of 6 words per line (One or two additional lines can be used IF fewer words per line are used.).

Use graphics to enhance the text message.

Use color carefully.

Match the color to the mood you want to set.

Choose background color first; text and data colors should contrast highly with background (e.g., yellow on dark blue).

Avoid using more than 3-4 colors on any one slide or overhead.

Generally, assign bright colors to areas you want to receive the most attention.

Keep color theme consistent throughout your presentation.

Enhance slides and PowerPoint slides by using:

Transitions - move from one slide to the next (e.g., fading, slide looks like a window blind that turns to reveal the next slide).

Builds - display bulleted items on a slide, one item at a time, until all the bulleted items are added to the list.

## **Videos**

### **Advantages**

Can convey complex or intricate maneuvers involving specialized equipment.

Provides access to experts, officials, and other key people not available in person.

Adds visual interest to a presentation.

Moving pictures with audio can convey information and elicit emotions like no other media.

### **Disadvantages**

Requires specialized equipment that may not be readily available

Videos may be too lengthy for your presentation

Tendency to rely on the video to carry the presentation

### **Tips for Using Video**

- Know how to operate equipment ahead of time.
- If possible, get someone to operate the equipment.
- Cue up video tape prior to your presentation.
- Introduce the video.

### **Microphones**

Many people are uncomfortable with a microphone, but in situations where you're addressing a larger crowd in a big room, it may be the only way for the audience to hear you. With a little practice and some common sense, you should be able to overcome your fears.

- Try to practice with the microphone you'll be using before your session begins.
- Watch how the presider and others before you use the microphone - learn from their example.
- Adjust the mike position once, and then leave it alone.