RULES FOR USING VISUAL AIDS:

1. Avoid using the chalkboard

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 them

6. Do not stand in front of visual aids

7. Avoid passing visual aids among the audience (use caution)

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 - not your visual aids

11. Explain visual aids clearly and concisely

12. Use your aid during the speech - not after

13. Do not put many small photos on one sheet of poster board

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