

Visuals for a speech

What to include

How to organize

What not to include

Options for visuals

- Prezi
- Website
- Facebook/Fakebook
- Power point or other slide presentation
- Poster
- Document camera

Why use visuals?



Left Brain

= Words
Ideas
Facts



Right Brain

= Images
Feelings
Emotions

Use Visuals Productively – Plan!

1. Determine Audience
2. Determine purpose / key message
3. Brainstorms main ideas
4. Organize ideas – what needs visuals
5. Plan/draft
6. Collect visuals

4 Guidelines for Speech Visuals

1. Significance

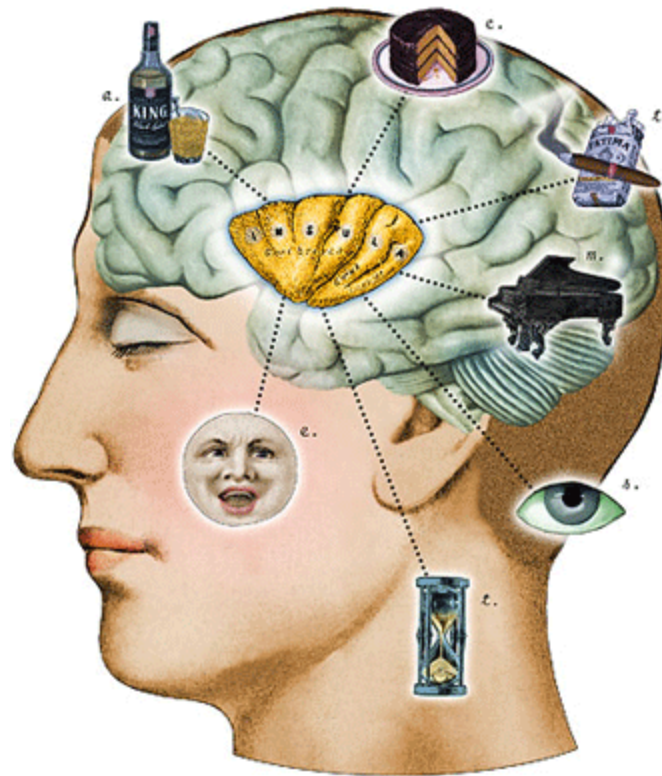
2. Structure

3. Simplicity

4. Rehearsal

Examples of Visuals:

Pictures/photos



Do NOT
use clipart

Graph Position Title Slide

Graph Position Title Slide

Graph Position Title Slide

Graph Position Title Slide

1

Bulleted List

- To use the Bulleted List, click the Bulleted List icon on the ribbon
- Then type the new text
- To add a new bullet point, click the Bulleted List icon on the ribbon
- To change the color of the bullet, click the Bulleted List icon on the ribbon

2

Bar Graph

3

Line Graph

4

Pie Chart

5

Diagram

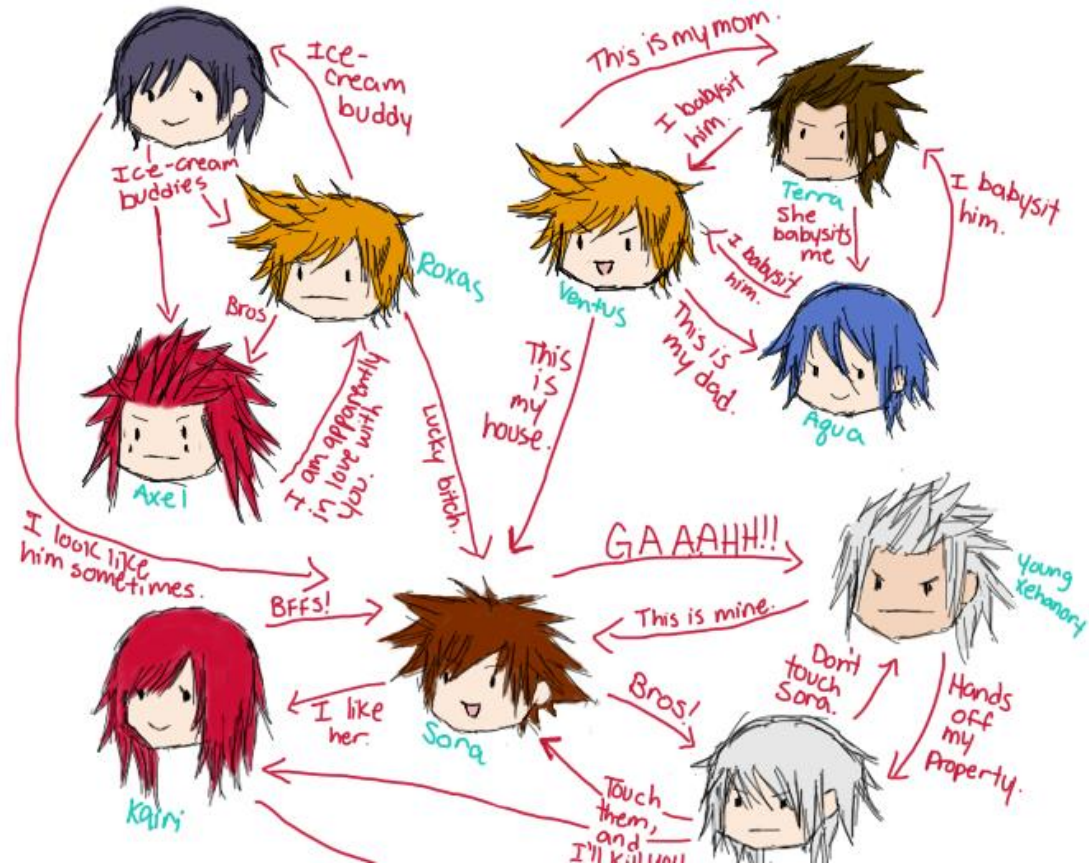
6

Graphic Representations



Pictures with text.

How do the words alter this picture's effect?



Chart

Double Line Chart Examp



Important Quote

- Visuals are “a useful tool for showing audiences things that *enhance* what the speaker is saying.”

[Kapterev explains Significance, Structure, Simplicity, Rehearsal
death by power point](#)

DEATH BY POWER POINT, ALEXEI KAPTEREV

Recap

SIGNIFICANCE

STRUCTURE

SIMPLICITY

REHEARSAL

Types of images

- Pictures
- Graphic representations of data
- Combinations: picture + text
- Charts
- Maps

Why Use Images:

- Highlighting/emphasizing quotes
- Major ideas

Slides should be spare

- Words: less is more
- Use handouts for more information

Font

- Easy to read
- High contrast color
- Size 28 minimum

Don't use:

- Transition sounds
- Animation

Colors

- High color contrast schemes
- High quality

Rehearse

- More than once!!
- Make sure you can deliver presentation even w/o visuals

Use Black Slides

- DURING THE SPEECH:
 - When you don't *need* anything on the screen
 - Audience will re-focus on you
- AT THE END OF THE PRESENTATION:
 - Audience will refocus on you to ask questions

Keep Audience Focused on You!

Stand in front of audience

Do not stand behind desk

Do not sit during your presentation

Interact with visuals

Use clicker or smartboard

Have a friend change images for you

Don't let visuals “drive” your speech

Only use visuals when necessary

