

COMPETENT COMMUNICATION MANUAL

Project #8:

GET COMFORTABLE WITH VISUAL AIDS

Executive Summary:

Visual aids help an audience understand and remember what they hear; they are a valuable tool for speakers. The most popular visual aids are computer-based visuals, overhead transparencies, flip charts, whiteboards and props. The type of visual aid you choose depends on several factors, including the information you wish to display and the size of the audience. Visuals must be appropriate for your message and the audience, and be displayed correctly with ease and confidence.

Objectives:

- Select visual aids that are appropriate for your message and the audience.
- Use visual aids correctly with ease and confidence.
- Time: Five to seven minutes.

Note To The Evaluator:

The speaker is to present a speech that uses two or more visual aids. The visual aids selected must be appropriate for the message and audience, and be displayed correctly with ease and confidence. The speaker is to incorporate what he or she has learned in previous projects about purpose, organization, word usage, body language and vocal variety. The speaker also is to use appropriate suggestions from the evaluations received and thoroughly research the subject. Please complete this evaluation form by checking the appropriate column for each item. Add comments for items where special praise is warranted or where you can offer specific suggestions for improvement.

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PROJECT 8

Evaluation Guide for "GET COMFORTABLE WITH VISUAL AIDS"

Title: _____

Evaluator: _____ Date: _____

	Excellent	Satisfactory	Could Improve	Comments/ Suggestions
Were the visual aids appropriate for the speech and message?	_____	_____		
Did each visual aid help you to understand and remember the speaker's point?	_____	_____		
Was each visual aid clearly visible?	_____	_____		
If the speaker used computer-based visuals or overhead transparencies, was each visual easy to read and well-designed?	_____	_____		
Did the speaker use the visual aids smoothly and with confidence?	_____	_____		
How clear was the speaker's purpose?	_____	_____		
Did the speaker use body language to reinforce the message?	_____	_____		
Was the speaker's word choice effective and appropriate?	_____	_____		
Was the speech well-researched?	_____	_____		

What could the speaker have done differently to make the speech more effective?

What did you like about the speech?