You will use a visual aid to assist you in getting your ideas across to your audience.

**Visual Aid:**
Create a Speaking Outline based on the preparation outline that you will use to deliver the actual speech. Organizing the Information:

You will outline the information you know and the information you gather into a preparation outline. This is a detailed preparation outline that we will go over in class and you will receive a sample outline in addition to guidelines and a checklist to help you prepare and organize your information. You will then create a Speaking Outline based on the preparation outline that you will use to deliver the actual speech.

**Visual Aid:**
You will use a visual aid to assist you in getting your ideas across to your audience. A visual aid is used to clarify and explain visually. It should not be the focal point of the presentation. Come up with the speech then think about the visual aid. We will talk about visual aids. There are many types of visuals to choose from: slides, graphs, charts, pictures (large enough), flip-charts, models, diagrams, PowerPoint, overheads, etc.... **DO NOT USE THE ChALKBOARD.**

**Ten Tips for the use of visual aids** (more information is available on the Public Speakers' Page):

1. Prepare visual aids in advance.
2. Use Dark ink, Broad tip pens, Large lettering.
3. Display where ALL can see.
4. Don't pass visuals among aud. during speech
5. Explain visual aids clearly and concisely.
6. Make sure the visual aids are large enough.
7. Avoid distracting colors or pastel colors.
8. Keep them simple and clear Not cluttered.
9. Talk to the audience, not to the visual aid.
10. Practice aloud with your visual aid.

**Materials to be turned in:** Audience analysis questionnaires are due. Rough preparation outlines due ASAP. Final draft of your outline is due approximately one week before all speeches start. Video analysis is due ASAP or no later than 2 class sessions following your speech.