Skill 7

AUDIOVISUAL AIDS:
To enhance your presentation

Effective presentations can be greatly enhanced by the use of audiovisual aids; i.e. flipcharts, blackboards, sliders, overhead projectors. This chapter will only focus on the one type of aids available, **overhead projectors**.

Overhead Projectors

The overhead projector is, perhaps one of the most common types of hardware in use today, due to its wide availability and simplicity of operation. It is use mainly with two types of transparencies:

1. The prepared version, which is either completed in advance by the presenter, or prepared commercially through an outside source.
2. The "Do-it-yourself" type which is accomplished through writing on a single blank acetate sheets or drawing on a supplied acetate roll attached to the projectors.

Advantages

♦ Usually very reliable to operate-even over extended period of time
♦ In most cases, easy to transport from one location to another
♦ Widely available
♦ Very simple to operate
♦ Usually, room light do not have to be drastically dimmed
♦ Transparencies can be quickly prepared for projector use

Disadvantages

♦ Some projects can be bulky to carry
♦ Overhead projector transparencies can be difficult to store (due to their relatively large size)
♦ Care always must be taken not to overheat projector; otherwise damage to the motor or transparencies can easily occur.


Well.. then, let’s start
the presentation!!