

Drury University
Speech Communication Center
Guide for Using Audio-Visual Aids



1. Is it large enough to be seen by everyone without straining?
2. Is all printing, ect. short and simple?
3. Is the aid colorful and engaging?
4. Can I use it without blocking the audience's view of the aid and will I remember to always keep my eyes on the audience?
5. Will a pointer be helpful?
6. Will I hold the aid steady and long enough to give my audience time to look at it carefully?
7. Can I avoid distraction by keeping the aid covered or out of sight before and after use?
8. Can I fit the aid into the speech as more than simply an ornament or an aside?
9. Can I avoid making the aid the most important aspect of the speech?
10. Have I had enough practice with the aid before the speech so that using it will be natural, comfortable, and flow smoothly in the speech?
11. Have I made all the necessary arrangements for use of special equipment?
12. Since handing materials out to my audience is distracting and time consuming, can I avoid doing so?
13. Will I have all my materials close at hand during the speech? Walking around to use or retrieve the aids provides disorganization cues for my audience.
14. If I need assistance, have I planned for it in advance?
15. Can I avoid reaching across my body (for example, to point to a chart) or waving the aid in front of my face?
16. If I have a chart or poster, will it be secured in some fashion so it won't fall?

