

## Worksheet: VISUAL AID CHECKLIST

### Making Choices:

- Did I identify the most important ideas that require visual support?
- Did I consider the size of my audience?
- Did I make sure that the necessary equipment is readily available?
- Is my visual aid cost effective?
- Did I develop a visual aid strategy in determining the number of visual aids which will be used?

### Designing Visual Aids:

- Can my printing style be seen easily by the entire audience?
- Is the typeface pleasing to the eye?
- Did I use upper- and lower-case type?
- Did I limit the lines of type to six or less?
- Did I use short phrases to present my information?
- Do my visual aids focus on information that will be emphasized in my speech?
- Is my information lay-out aesthetically pleasing?
- Did I add clip art where appropriate?
- Did I properly consider the use of color?

### Using Visual Aids in the Speech:

- Did I carefully plan when to use my visual aids.
- Did I carefully consider my audience needs?
- Did I practice displaying and then covering my visual aids?
- Did I fully explain the parts of and meaning of my visual aids?
- Did I practice setting up my visual aids so that my entire audience can see them?
- Did I practice maintaining eye contact with the audience while using my visual aids?