

Audio-Visual Equipment Tips and Guidelines

Why use audio-visual aids?

Audio-visual aids can be used for an array of reasons. They can enhance understanding of the topic, add authenticity, add variety, help keep people's attention, add professionalism, help your instruction have a lasting impact and can help the instructor build credibility.

Before deciding to use audio-visual aids

Before you decide to use audio-visuals, make sure that they have a clear, educational purpose and are not being used for decorative reasons. Audio-visuals should be relevant to the content and supplement and enhance the content in brief, clear and easy to understand segments.

Examples of visual aids

- Sketches
- Maps
- Graphs and Charts
- Photographs and Pictures
- Chalkboard: Textual Graphics
- Posters
- Objects or Models

Examples of audio-visual equipment

- Data projector
- Overhead projector
- 35 mm slide projector
- Flip chart
- Handouts
- Films, videotapes, audiotapes

**** Hotels can charge large fees for audio-visual equipment use. Check around to see if there is an audio-visual rental company or a rental outlet that may be cheaper.**