USING AUDIOVISUAL AIDS

CHAPTER 4
CHAPTER OBJECTIVE

After completing this Chapter, the participant will be able to use audiovisuals effectively in presenting information.
ENABLING OBJECTIVES

- Present information using a Writing Board
- Present information using a Flipchart
- Present information using Transparencies
- Present information using Slides
- Present information using a Videotape
ADVANTAGES OF USING THE WRITING BOARD

- Available in most training rooms
- Does not require electricity
- Easy to use and inexpensive
- Suitable for use by both clinical trainers and participants
- Excellent for brainstorming, problem solving, making lists and other participatory activities
DISADVANTAGES OF USING THE WRITING BOARD

- The board cannot hold a large amount of material
- Writing on the board is time-consuming
- It is difficult to write on the board and talk to the participants
- The board can get messy
- There is no permanent record of information presented
TIPS FOR THE WRITING BOARD #1

- Keep the board clean
- Use chalk or pens that can be seen
- Make text and drawings large enough to be seen by all
- Prepare complex drawings in advance
TIPS FOR THE WRITING BOARD #2

- Underline headings and important or unfamiliar words
- Do not talk while facing the board
- Do not block the participants’ view
- Allow time for participants to copy information from the board
ADVANTAGES OF USING THE FLIPCHART #1

- Available in most training rooms
- Easy to move from room to room
- Do not require electricity
- Several may be used simultaneously
- Easy to use and inexpensive
ADVANTAGES OF THE FLIPCHART #2

- Suitable for use by trainers and participants
- Excellent for brainstorming, problem solving, making lists
- Pages can be prepared in advance
- Pages can be removed and taped on the walls
FLIPCHART TECHNIQUES #1

- Use wide-tipped pens or markers
- Print in large block letters
- Use different colored pens
- Use headings, boxes, cartoons and borders
- Use bullets (•) to delineate items on the page
- Leave plenty of white space
FLIPCHART TECHNIQUES #2

- Avoid putting too much information on one page
- When pages are prepared in advance, use every other page
- Hang flipchart pages with tape
- To hide a portion of the page, fold up the lower portion of the page and tape it
- Face the participants, not the flipchart, while talking
ADVANTAGES OF TRANSPARENCIES #1

- The projector is simple to use
- Can be used in almost any training room which has electricity
- Can be used with the classroom lights on
- Can be prepared in advance which saves time
ADVANTAGES OF TRANSPARENCIES #2

- Are inexpensive
- Can be prepared quickly and easily
- Can be used repeatedly
DISADVANTAGES OF TRANSPARENCIES

- Cannot project text and images directly from the printed page
- Be careful not to block the participants’ view of the screen
PRODUCING TRANSPARENCIES

- Use pens to create text or drawings on plastic or acetate sheets
- Use a copy machine with transparency film designed for copiers
- Use a computer and printer
PREPARING TRANSPARENCIES #1

- Limit the information to one main idea and about 5-6 lines of large type
- Use large lettering
- Print text
- Make graphics and drawings large enough to be seen
PREPARING TRANSPARENCIES #2

- Mount transparencies in frames or insert them in plastic pockets
- Number the transparencies
- Store the transparencies in a box, envelope or a “pocket” made from folders or plastic
USING THE OVERHEAD PROJECTOR #1

- Locate and check the operation of the on/off switch
- Have an extra projector bulb
- Focus the projector and check the position of the image
- Turn the projector on after the transparency is placed on the glass
- Turn off the projector before removing the transparency
USING THE OVERHEAD PROJECTOR #2

- Once the projector is on move away from the projector so participants can see
- Face the participants, not the screen, while talking
- Show one point at a time
- Use a pointer or pencil focus attention
- Allow plenty of time for the participants to read what is on the screen
ADVANTAGES OF SLIDES

- Relatively inexpensive and easy to produce
- Can be made locally by the trainer
- Are good for showing individual steps of a procedure or close-ups of equipment
- Can be shown in a fairly light room
- Can be used with audiotapes to produce a slide show with narration
DISADVANTAGES OF SLIDES

- Slide projectors are much more expensive than overhead projectors.
- Slide projectors are more fragile than and do not tolerate voltage fluctuations as well as overhead projectors.
- Slides are not updated as easily or produced as inexpensively as transparencies.
PREPARING SLIDES #1

- Limit each slide to one main idea
- Text slides should be short and concise
- No more than 35 words (approximately five lines of text)
PREPARING SLIDES #2

- Legibility of the material on the slide is crucial
- Number the slides in pencil or pen on the mounting frame
- Mark or “spot” slides before placing in the tray
USING THE SLIDE PROJECTOR #1

- Arrange the room so all participants can see the screen
- Set up and test the slide projector
- Make sure there is an extra projector bulb
- Locate the focus control, check the focus and position the image on the screen
USING THE SLIDE PROJECTOR #2

- Run through all the slides in advance
- Determine if all or some of the lights can be left on
- During the presentation, avoid rushing through a series of slides
ADVANTAGES OF USING VIDEOTAPES #1

- Capture events the eye alone would not see
- Steps of a procedure or technique can be shown by slowing down the videotape
- Videotapes provide better color and detail
- Videotapes can be prepared by the trainer to reflect local conditions
ADVANTAGES OF USING VIDEOTAPES #2

- Commercially developed videotapes can be purchased or borrowed
- Animation can be used to show an abstract concept
- TV monitors tolerate fluctuations in voltage much better than projectors
- Video players are less expensive and easier to maintain than slide projectors
DISADVANTAGES OF VIDEOTAPES

- Commercially prepared videotapes are often outdated
- Videotapes may have been edited and omit or rearrange key training steps in the procedure
- Participants may be distracted by cultural differences
USING VIDEOTAPES #1

- Preview the videotape
- Check to be sure that the videotape is compatible with the videotape player
- Cue the videotape to the beginning of the program
- Arrange the room so that all participants can see
USING VIDEOTAPES #2

- State the session objective
- Provide an overview of the videotape
- Ask participants to look for a number of specific points during the videotape
- Discuss the videotape after it has been shown
- Prepare test items based on the videotape content if appropriate