

# Utilize Visual Support



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# Main Teaching Points (MTPs)

- The role of visual aids?
- Types of visual aids
- Guide for the preparation of visual aids
- Basic PowerPoint guidelines





# The Role of Visual Aids

- Promotes
- Credibility & persuasion
- Audience interest
- Focus audience attention
- Aid retention of key points

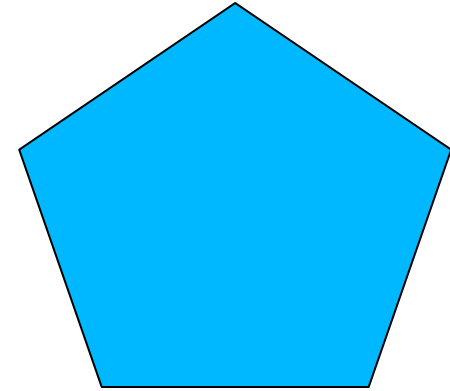




# What is a Visual Aid?

- **#1**

- Conveys what words cannot



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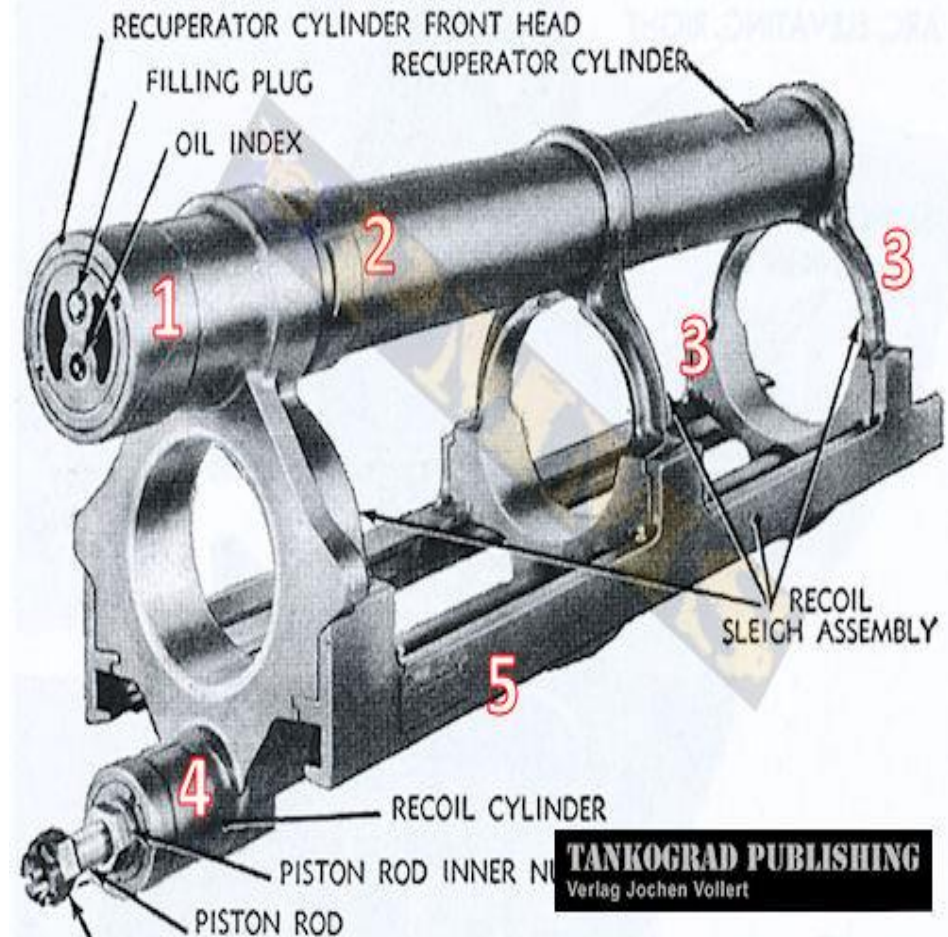
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# What is a Visual Aid?

• #2

- Explains an abstract concept





# What is a Visual Aid?

- **#3**

- Aids retention of information





# What is a Visual Aid?

- **#4**

- Maintains audience interest





# Types of Visual Aids

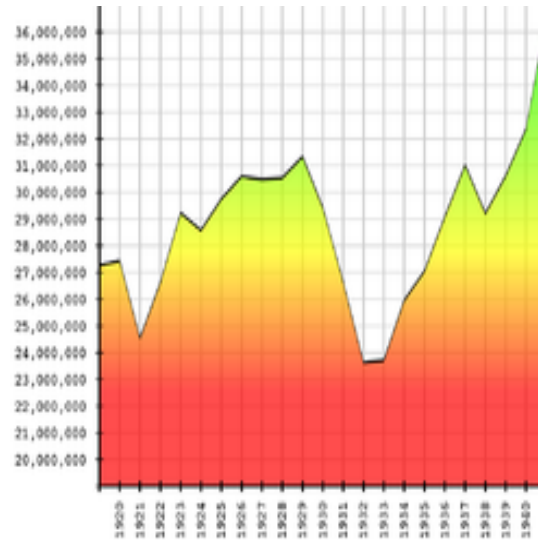
- Objects
- Models
- Photographs



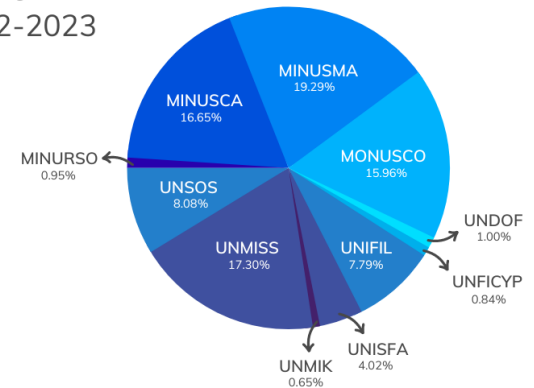


# Types of Visual Aids

- Drawings
- Graphs
- Charts



## PEACEKEEPING BUDGET 2022-2023

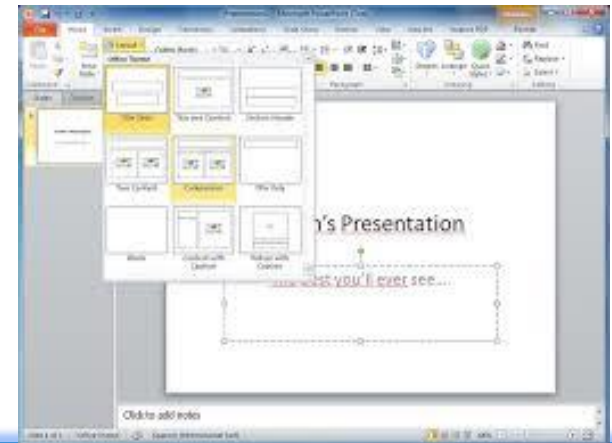


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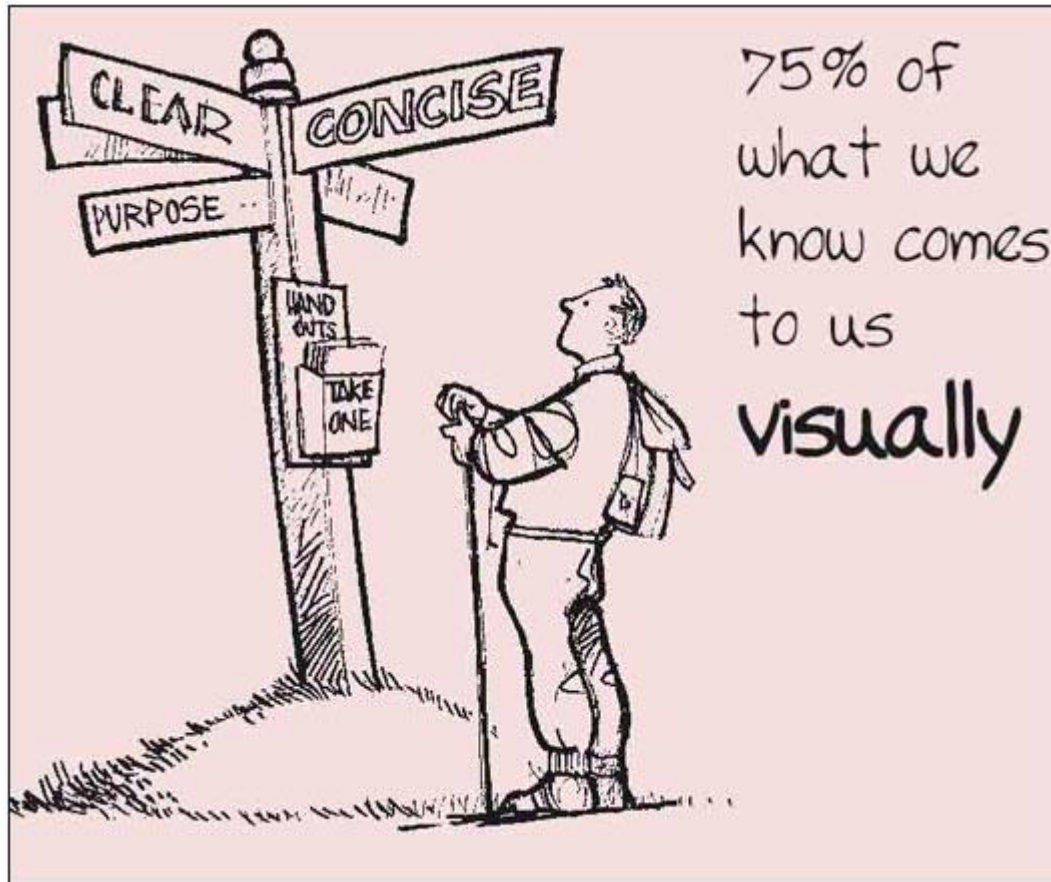
# Types of Visual Aids

- Transparencies
- Films or Videos
- Multimedia
- Physical material





# Questions?





# Guide for Preparation of Visual Aids

- Prepare in advance
- Keep visual aids simple
- Make sure Visual Aids are large enough
- Use appropriate Fonts
- Limit use of Fonts
- Use colour effectively





# Guide for Use of Visual Aids

- Display them so that they are seen
- Display only while discussing them
- Explain them clearly and concisely
- Practice using them!
- Limit use of Chalkboards or Whiteboards
- Consider the value in passing them to the audience
- Don't talk to them





# Questions?



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# Basic PowerPoint Guidelines

## Fonts

- No more than 2 fonts per slide
- Sans Serif fonts – clean, block fonts – [Arial](#)
- Serif fonts- fonts with ‘curves’ [Times New Roman](#)





# Basic PowerPoint Guidelines

## Fonts

- Use at least a 32 point font
- 48 point is better
- PowerPoint default for this slide is 40 for Title and 32 for bullets
- Keep size consistent





# Basic PowerPoint Guidelines

## Fonts

- DON'T USE ALL CAPS – IT MAKES IT DIFFICULT TO READ
- Use **bold** when you want something to stand out
- Better yet, **change the colour of the text**
- *Italics* are hard to read
- **Size algorithm** - Divide the age of the oldest person in the audience by two = smallest font size





# Basic PowerPoint Guidelines

## Text

Avoid excessive verbiage leading to excessively lengthy text that is not only redundant but also repetitive and reiterative. Too much text makes it difficult to see and process the information. People will either try to read everything or copy down everything and will quickly lose interest. Use more slides, list only the key points, and add details verbally. And let people read the slide before talking to them about the slides





# Basic PowerPoint Guidelines

Use consistent wording

## Original Wording

- Test scores will improve
- Expanding knowledge
- It will reduce time off task
- Grades will increase

## Versus

- Improved test scores
- Expanded knowledge
- Reduced time off task
- Increased grades

Keep structure the same





# Basic PowerPoint Guidelines

## Bullets

- No more than 6 bullets per slide
- No more than 6-7 words per bullet
- Don't use periods at the end of bullets
- Only capitalize the first word in a bullet
- A presentation is not a book – one thought per line
- No more than 2 levels of bullets per slide





# Basic PowerPoint Guidelines

## Colour and Contrast

- Use dark font on light background
- Too many colours overwhelm the eye
- Use a white or light font on dark backgrounds



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# Basic PowerPoint Guidelines

## Backgrounds

- Simple backgrounds work best
- Stick with a single background



# Basic PowerPoint Guidelines

## Balance

- Left justify bullets
- Centered bullets make the text ragged and difficult to read
- As you can see, this is an example of what not to do





# Basic PowerPoint Guidelines



## Balance with Graphics

- Place graphics off center
- Leave room for text
- Balance both
- Place graphic on the left to lead eyes to the text



# BASIC POWERPOINT GUIDELINES



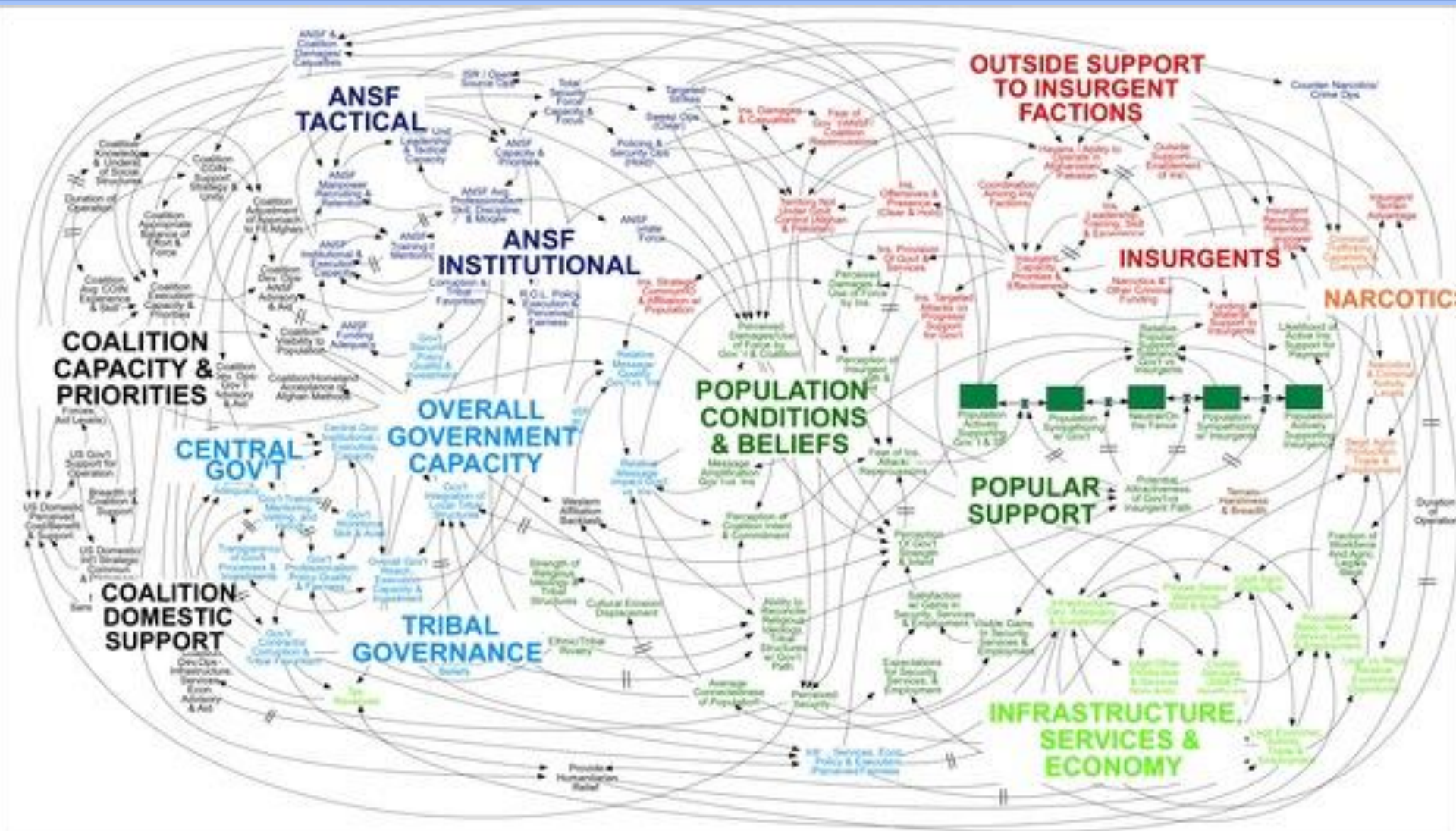
## Graphics

- Select carefully
- Every image has a reason
- Animated gifs may distract your audience
- Use bar graphs or pie charts instead of tables





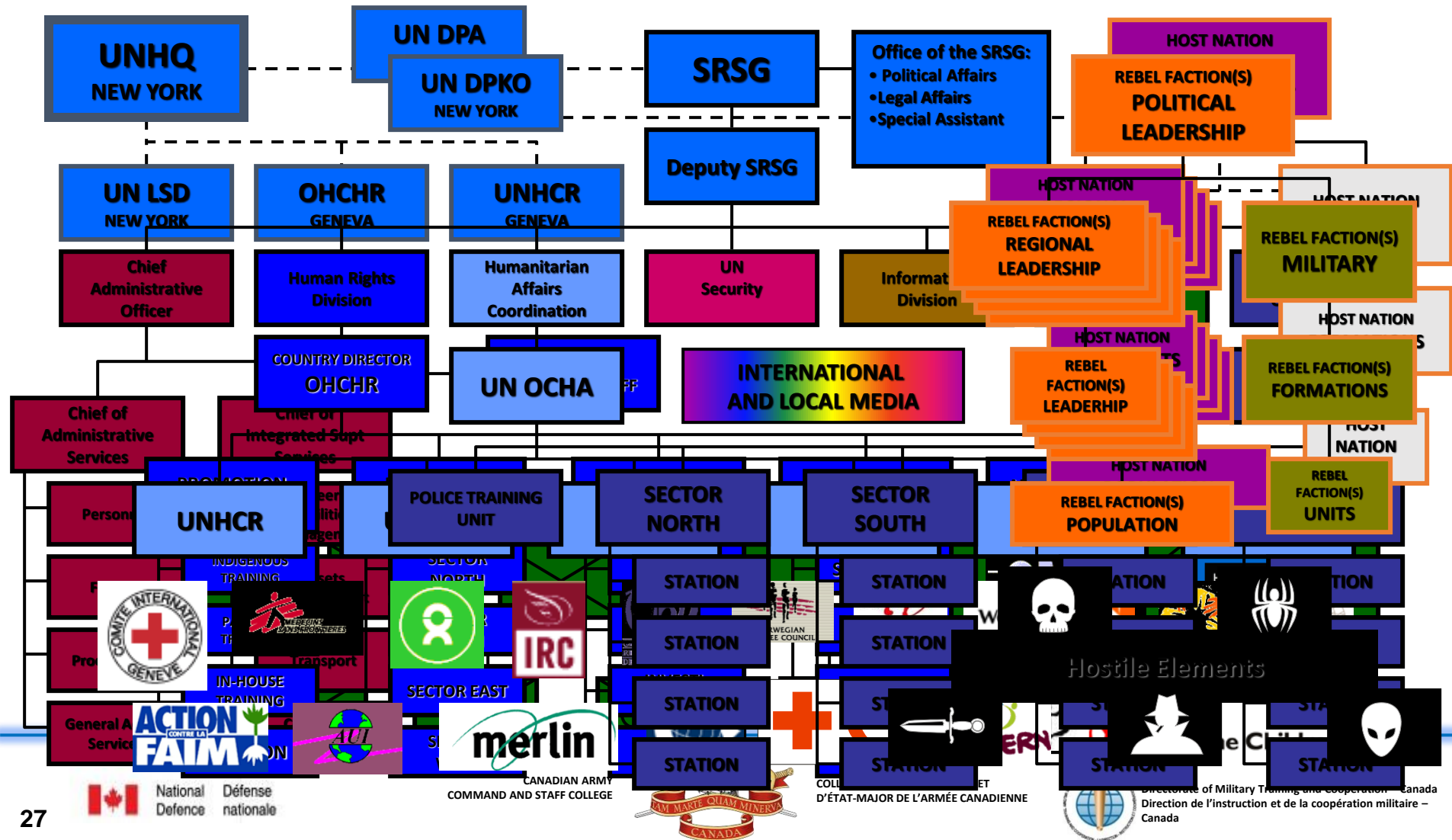
# Correct information... but unhelpful presentation





# Scope of the United Nations security management system responsibility

## *A Model for Peacekeeping Operations: The REALITY (simplified version)*





# Basic PowerPoint Guidelines

## Basic Rules

- Keep it simple
- Make bullet points easy to read
- Use graphics
- Keep wording concise
- Keep font size large
- You are the star - not the presentation





# Basic POWERPOINT Guidelines

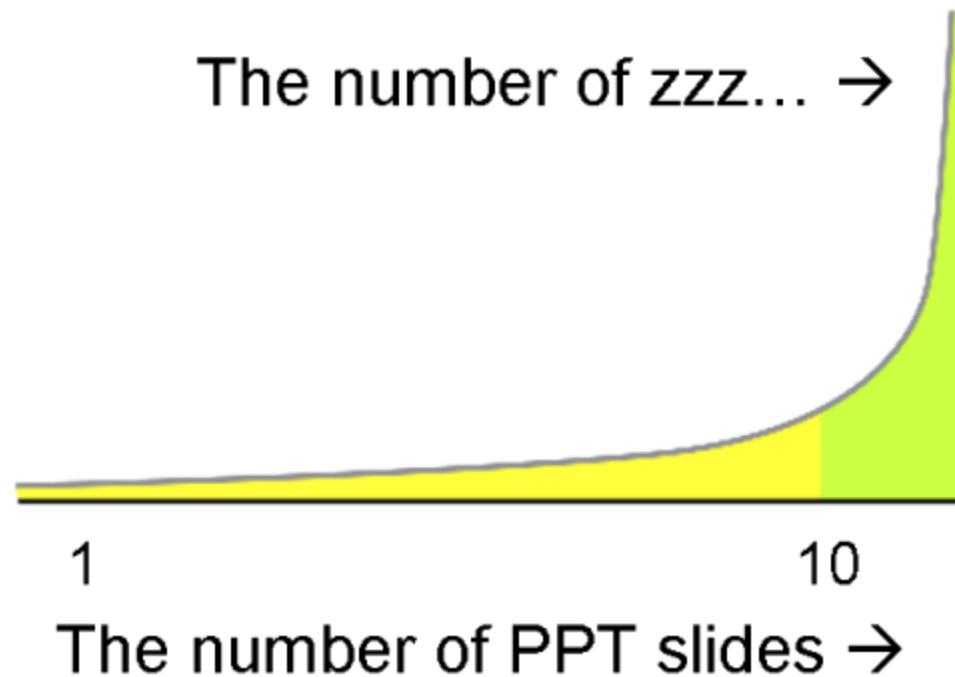
## 10-20-30 Rule

- No more than 10 slides
- For a 20 min presentation
- Using a min Font size of 30 point
- **50 minutes = 23 slides in 50 min @ 30 font size**





# Questions?





# Questions?

[Video](#)



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