

The most common points in presentations where a visual aid is appropriate. Some of these occasions are more common in arts-based and others in science and technology-based subjects, but the division isn't absolute, of, course, and this isn't exhaustive:

- **An introductory slide**, showing your name(s), the title of your talk and the date. This makes a useful introduction and gives the audience something to look at as you start. You may wish to repeat this introductory slide at the end of your session.
- **An outline** of your talk. This is likely to be a list of points, either numbered or bulleted, which the audience can note in order to have an overview of what you are going to say.
- **A general view** before you look at **the detail**. This would apply to a slide of a painting, a management hierarchy chart, a building site or an electronic circuit block diagram.
- **Detail** which you're going to discuss, and which the audience needs to see in order to be able to follow what you say. This could, for instance, be a line of poetry, a bar of music, a small part of a painting, a line drawing of a component or a seed of a plant under a microscope. Sometimes, such details may be too small to be seen in the normal way by the naked eye.
- **Movement** which you need to describe. This might be the growth pattern of a tree or the possible spread of fire through a building. The data projector is particularly good at showing such development.
- **Relationships** which you need to discuss. This might involve a family tree, a flow chart or a map of a country showing population distribution or climate change.
- **Simple mathematical material**, such as a table of figures or a graph. However, if such material becomes complex, it ceases to be useful as a visual aid.

(Adopted from Emden and Becker: *Presentation Skills for Students*, 2004)