

### Exercise (17)

**Use this questionnaire to select and analyze your visual aids:**

1. What analogies or metaphors best explain my main points?

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2. What media will best help me make visual pictures of these analogies?

- Three-dimensional objects
- Graphs or pie charts
- Words that expand on the points

3. Where will I get these items?

- Something that I own or use on a regular basis
- Statistics in a spreadsheet that creates pie charts or graphs
- Images from the Internet

4. What mechanical apparatus will I need to use these aids?

- Flip chart
- Overhead projector

3 PowerPoint projector

5. What will I say while showing these visual aids?

- How does each one explain my major points?
- What details will I need to explain on each visual aid?

1. How can I simplify

- Are my charts and graphs too complicated?
- Am I incorporating too much information?
- Will I become dependent on one of these aids rather than on my words?