

What Are Visuals?

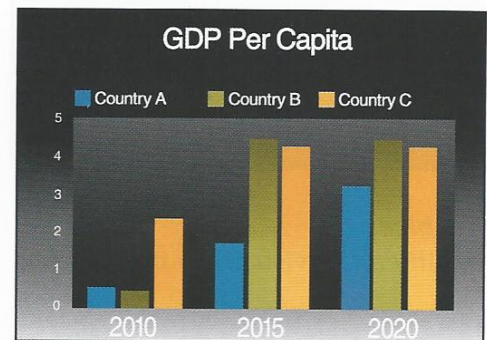
Different ideas need different visuals. Look at the slides below.

Glossary of Visuals

● Graphs

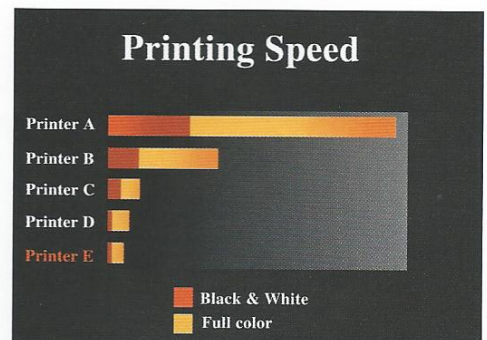
Vertical Bar Graph

We use a **vertical bar graph** to show ranking.



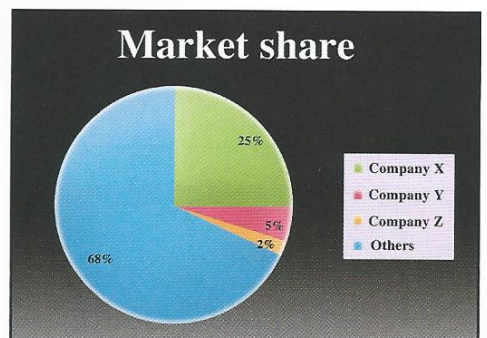
Horizontal Bar Graph

We use a **horizontal bar graph** to compare speed, time, or length.



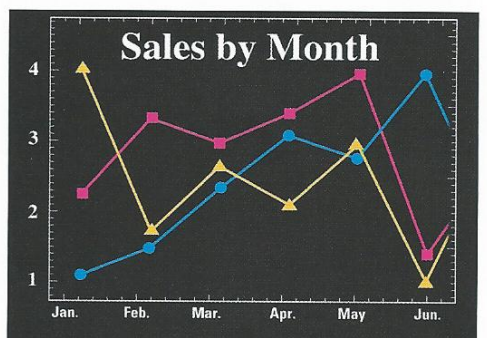
Pie Graph

We use a **pie graph** to compare percentages.



Line Graph

We use a **line graph** to show trends over time.



● Pictures

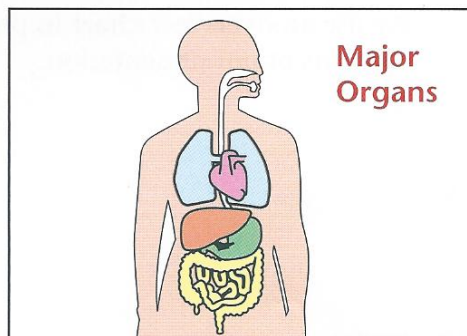
Photograph

We use a **photograph** for realism and to show details, or to create emotion.



Illustration

We use an **illustration** to emphasize only key points. We often use an illustration in place of a photograph for a simpler, clearer look.



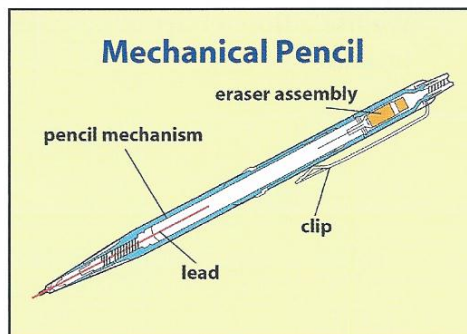
Map

We use a **map** to show layout and location. A floor plan of a building, such as a store or train station, is one kind of map.



Diagram

We use a **diagram** to show the dimensions and features of an object. Diagrams are often used in technical presentations or product presentations to show the parts of an item.



● Charts

Title

We use a **title chart** to state the topic and its importance to the audience.

**Using
Speaking of Speech
to improve presentations
by new employees**

Overview

We use an **overview chart** to preview the contents of our presentation.

Overview

- 1. Physical Message**
- 2. Visual Message**
- 3. Story Message**

Bullet

We use a **bullet chart** to show lists of ideas. Note that we don't use complete sentences—just phrases or key words. Try to limit your bullet charts to five words or less per line and five lines or less per chart.

The Physical Message

- ★ **Posture**
- ★ **Eye Contact**
- ★ **Gestures**
- ★ **Voice Inflection**



Flow

We use a **flow chart** to describe a step-by-step process.

Checklist

Set your feet

Set your hands

Eye contact

Presentation voice