Effective use of Teaching Aids

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CTE 4145 ~ Summer 2009
Learning Outcomes

By the end of this session, you should be able to:

• Choose the most appropriate visual aid for your purpose and context,
• Use the black-/white-board effectively,
• Make the most of the overhead projector,
• Produce a basic presentation with MS PowerPoint,
• Discuss the advantages and disadvantages of other media.
Why use Teaching Aids?

Teaching/Instructional aids are useful to:

• reinforce what you are saying and summarize key concepts,

• ensure that your point is understood,

• signal what is important/essential,

• enable students to visualize or experience something that is impractical to see or do in real life,

• engage or stimulate students’ other senses in the learning process,

• facilitate different learning styles.
Instructional/Teaching Aids must be:

- Well prepared
- Well presented
- Readable
  - Legible
  - Visible to all
  - Appropriate format for room and audience size
- Relevant
  - Pertinent to topic
  - Up-to-date
  - Consistent with local protocols
Advantages vs. Disadvantages

**Advantages:**
- Causes more than one sense to be involved in the learning process
- Allows for more rapid presentation of material
- Often results in more rapid initial understanding
- Promotes increased retention
- Facilitates learning process for a variety of student learning styles simultaneously

**Disadvantages:**
- No permanent record of what was written
- Instructor’s back to audience
- Limitations on portability & audience size
- Must write legibly
- Cannot talk while facing board
- Involve the students
- Have plenty of chalk/markers & recap markers
Teaching Aid Examples

In this presentation:

• Chalkboard/Whiteboard
• Flipcharts
• Overhead Projector/Transparencies
• Power Point
• Data Projectors/Smart Board
• Audiotapes/CDs
• Videotapes/DVDs
• Podcasts
Chalkboard/Whiteboard

CONSTRUCTION:

• Colored chalk and markers can enhance the presentation
• Using students as “recorders” can increase involvement and free instructor’s hands

PROPER USE:

Reliable:
• Dependable format
• Should evoke consistent responses

Repetitious:
• Should support presentation
• Stress the important points
• Summarize and reinforce key points
Chalkboard/Whiteboard

**Advantages:**

- No advanced preparation required,
- except when displaying a complex table/chart/diagram.
- Technology is not dependent on electricity or other possible glitches.
- Can be used by students for problem-solving, etc.

**Disadvantages:**

- Time-consuming if you have a lot to write.
- Handwriting may be difficult to read (legibility, size, glare, etc.).
- Turn your back on audience.
- Cleaning the board (chalk dust, permanent marker, etc.)
- Can’t go back to something you’ve erased.
Flipcharts

When to USE:

- if electricity is unavailable,
- to enable students to illustrate group reports,
- to provide a written record of points made by students.

Tips for using Flipcharts:

- Check the room and equipment beforehand.
- Get your own pad of newsprint.
- Write out important pages in advance.
- Don’t put too much on a page.
- Carry a collection of felt-tip pens and check that they haven’t dried out.
Flip charts

CONSTRUCTION:

- Commercially available
- Needs a stand
- Can make your own

PROPER USE:

- Complicated or time consuming illustrations should be done ahead of time
- Do not walk with back to audience
- Writing should be legible
- Involve students
- If illustrations pre-drawn, staple 2 pages together, so cannot show through
- Write notes to self in pencil at edge – audience cannot see
Flipcharts

**Advantages:**
- Inexpensive – can be made from butcher paper
- Reasonably portable
- Can be saved
- Dependable
- Encourage spontaneity
- Room lights left on

**Disadvantages:**
- Limited writing space
- Changes are messy
- Instructor’s back to audience
- Limitations on size of room and audience
Overhead Projector/Transparencies

PROPER USE:

• Prepare complicated transparencies ahead of time, by hand, computer, printing, printer or photocopier
• Arrange in order – use something to keep in order – number them
• Cover unwanted portions until ready for audience to see
• Leave on long enough for audience to read, take notes, etc.
• Highlight/point-out key concepts
• Involve students
Overhead Projector/Transparencies

CONSTRUCTION:

• Focus Projector!
• Make sure font size is large enough to be readable
• Use non-permanent pens for spontaneous additions
• Highlight permanent parts with different colors
• Create on computer, etc.
• Use clip art or other graphics
• Run through copy machine to put on transparency – make sure using right machine and blank transparencies
• Set machine at right length away from screen
• Do not use a full typewritten page – only bullets or outline type
• Draw as you go for best effect
• Turn off if not using – fan, light, etc. distracting
Overhead Projector/Transparencies

**Advantages:**
- Attention getting
- Relatively inexpensive
- Easy to prepare
- Instructor can face audience
- Permanent and non-permanent
- Reasonably portable
- Can sometimes leave room lights on
- Fairly reliable machinery
- Can write on while talking

**Disadvantages:**
- Requires equipment
- Must know how to use equipment and troubleshoot (change bulbs, etc.)
- Limitations on room and audience size
- Can be blinding to instructor
- Can be noisy
- Can drop group of transparencies – out of order
Overhead Projector/Transparencies

**Advantages**

- Allows you to prepare all your slides in advance.
- Particularly suited for complex diagrams, charts and illustrations.
- Can build up information point-by-point through the use of overlays.
- Don’t have to turn your back on the audience.

**Disadvantages**

- A blown bulb or power failure can spoil all your hard work.
- Image quality can also be a problem.
- Can be disorienting to manipulate transparencies on projector plate.
**Power Point Presentations**

**PROPER USE:**

- Make certain that projector is focused
- Leave word slides on longer than action slides
- Use to reinforce and highlight
- Know how to change bulbs, troubleshoot, etc.
**Power Point Presentations**

**CONSTRUCTION:**

- Use colored background – darker for computer-generated slides – lights can be brighter in room
- Keep slides simple – should only take a moment to figure out what slide is about
- Use graphics and images when appropriate
- No more than seven to ten words to a line and seven lines to a slide
- Use short sentences and bullet lists – not complete sentences
- Use full screen
- Use colored background – darker for computer-generated slides – lights can be brighter in room
Power Point Presentations

CONSTRUCTION (continued):

• Keep slides simple – should only take a moment to figure out what slide is about
• Use graphics and images when appropriate
• No more than seven to ten words to a line and seven lines to a slide
• Use short sentences and bullet lists – not complete sentences
• Make sure the screen and the image are large enough for all to see
• Sit in the worst seat in the room and make sure you can see the slides
Power Point Presentations

CONSTRUCTION (continued):

• Have back up notes in case the slide projector or computer quit
• One idea per slide
• Charts and graphs are great
• No more than 3 colors per slide
Power Point Presentations

**ADVANTAGES:**

- Good for large rooms and audiences
- Can be action oriented or words oriented
- Allows for reference back to previous slide

**DISADVANTAGES:**

- Expensive
- Can be difficult to produce – easier with computer graphics
- Room must be darkened somewhat
- Requires equipment and knowledge of that equipment
- Relatively portable
- Order easily arranged
- Can be very creative
Data Projectors/Smart Board

- Smart Boards are rapidly being integrated into classrooms around the world and are essentially enhanced whiteboards that are used in conjunction with projectors and laptops.

- This allows access to a wide variety of computer-based multi-media content on the board in front of the class.

- The teacher or student is able to touch the surface of the board to control applications, write notes and manipulate objects.
Data Projectors/Smart Board

ADVANTAGES:

- Good for large rooms and audiences
- Can be student oriented
- Allows for reference back/info. can be saved for later
- Lights can be on
- Lots of websites with free resources

DISADVANTAGES:

- Very expensive – many students/teachers don’t have access to this type of technology
- Requires equipment and knowledge of that equipment
- Not portable!
- Can be very creative
Audiotapes/CDs

When to USE:

- Particularly suited for language learning, media studies, English literature, etc.
- Valuable when referring to recorded historical events (e.g. Martin Luther King’s “I have a dream” speech).
- Background music can also be played before class starts and during group activities.

TIPS

- Check the room and equipment beforehand.
- Can it be heard from the back of the room?
- Find the right spot on the tape/CD and queue it up in advance.
- Don’t play more than a few minutes of audio at one time.
- Break up longer clips into segments, interspersed with discussion or other activities.
Videotapes/DVDs

When to USE:

- Adds a dimension not available through audio alone – helps students to visualise.
- Essential when illustrating things that are impractical to do in real life.
- Particularly suited for language learning, media studies, engineering, etc.
- Valuable when referring to recorded historical events.

TIPS

Same as for CDs/audio tapes

- Check equipment beforehand.
- Can images be seen from the back of the room?
- Queue up the tape in advance.
- Break viewing into short segments, interspersed with discussion or activities.
Podcasts

A series of digital media files, usually digital, audio, or video, that is made available for download via web

Possibilities: Lessons could be downloaded on iPod, iPhone, mP3 player, etc.

Advantages: For those students who are very tech savvy

Disadvantages: Podcast software will be needed which is expensive, also training might be needed to use the program.
Thank you for your time!