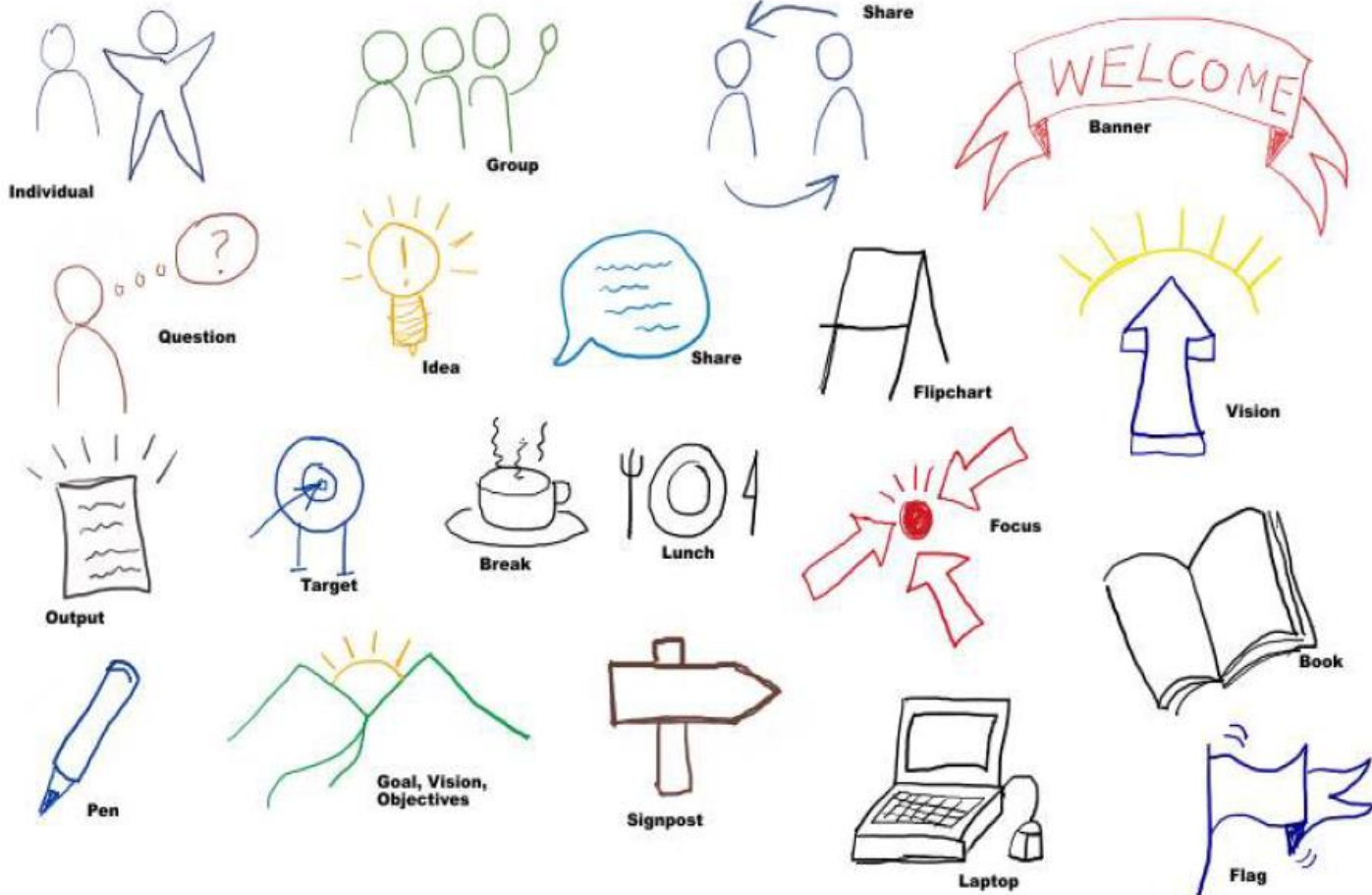


Visual Dictionary



A few simple 'rules' to help you progress using simple graphics and graphical 'presentation' techniques:

- Use borders round your flip charts
- Make effective use of colours – dark for writing and text, light for highlighting and impact
- Any written word/text use lower case and not joined up – motorway writing!
- Don't put too much on a flip/page, you don't want things too busy
- Leave good spaces
- Mix it up – use a combination of written text, images, graphics etc
- Keep it simple – don't over-engineer things
- Practice and practice in an order/sequence, repetition embeds and makes it simpler to do and remember each time!
- For more complex graphics, pre-draw your graphic on the flipchart in pencil and then simply trace over during the meeting using a marker pen, wow'ing your audience in the process!!
- Use the Internet!!