

## Using Flip Charts Effectively in your Presentation

Flip charts are economical ways of putting on a powerful presentation. They are simple and effective, they won't fail on you because their batteries died and you don't have to replace bulbs in them!

Here are some tips you can use to make the most of your flip charts:



1. Make sure that your flip chart and the stand match. There are several types of stands out there, some pads have holes to match the stands. The best stands have clamps on the top of them to hold the pad in place. If you plan on tearing off the chart and taping it on the wall during your class, be sure to get the perforated chart pads. Check out your set up before your class and make sure that it fits your needs!
2. If you draw a lot of straight lines or want to make sure that your text is aligned, you may want to use pad which have grids on them. You can use a fine pencil to draw lines that you will see, but are invisible to your audience. You can lightly pencil in figures and equations on the pad that only you can see. Then you simply draw over the pencil lines with your marker when you get to that part of the presentation. Your speakers notes can also be “hidden” from your class this way.
3. Plan out your visual aids on normal paper before you move to the charts. This gives you an idea of where you are heading and saves a lot of paper. If you make a small mistake, use white out correction fluid to cover them up. For larger errors, you may want to cover the mistake with a stick on label and then write over the mistake.
4. Use the right markers. Instead of normal magic markers which may bleed through the page, try markers that are specially designed for flip charts. This will save you a lot of wasted paper. And remember that pink, yellow and orange markers are difficult to see from the third row of your class. (When I get a new set of markers, I usually toss these colors into the trash can to keep me from picking them up and using them by mistake!)
5. Take care of your charts and their stands. Put them away when you are done with them, store them in cardboard boxes if you can. A good flip chart should be re-usable.
6. Print your text and titles neatly and clearly. If you have less than perfect penmanship, you may consider asking some one else to make the charts for you. Don't use all capital letters. A combination of upper/lower case letters is easier for your class to read. Don't put more than six lines on a flip chart, and try to keep the words to less than 6 on each line. It's called the 6 X 6 rule and forces you to keep your topic concise.
7. Remember that a flip chart is a training AID. If it's use doesn't enhance your performance, it could become a hindrance. Use the training aid that is best suited for your presentation.