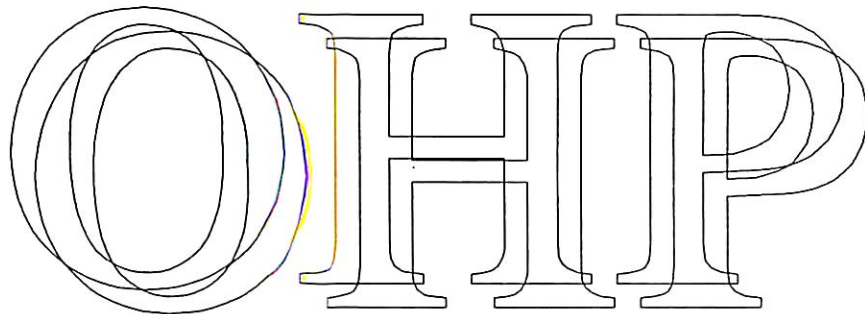
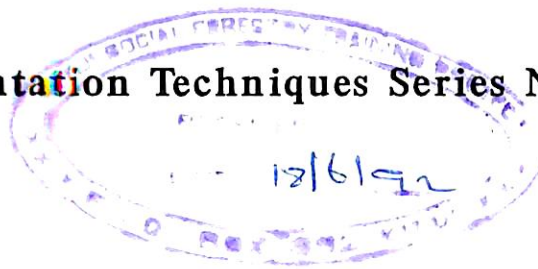
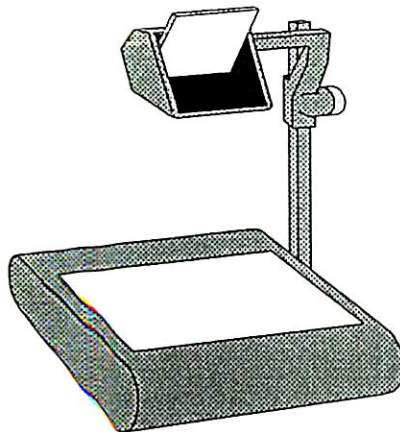


**SFTP Presentation Techniques Series No.1**



**SYSTEM OPERATION**



***KENYA/JAPAN SOCIAL FORESTRY TRAINING PROJECT***

12/6/92

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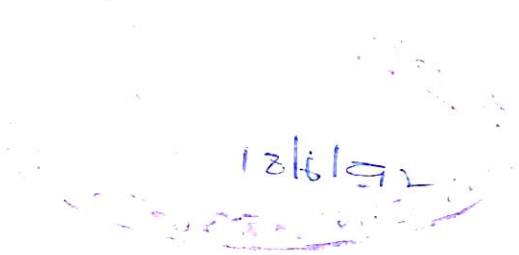
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- 3. Transparency*
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- 5. Layout and Arrangement of the Room*

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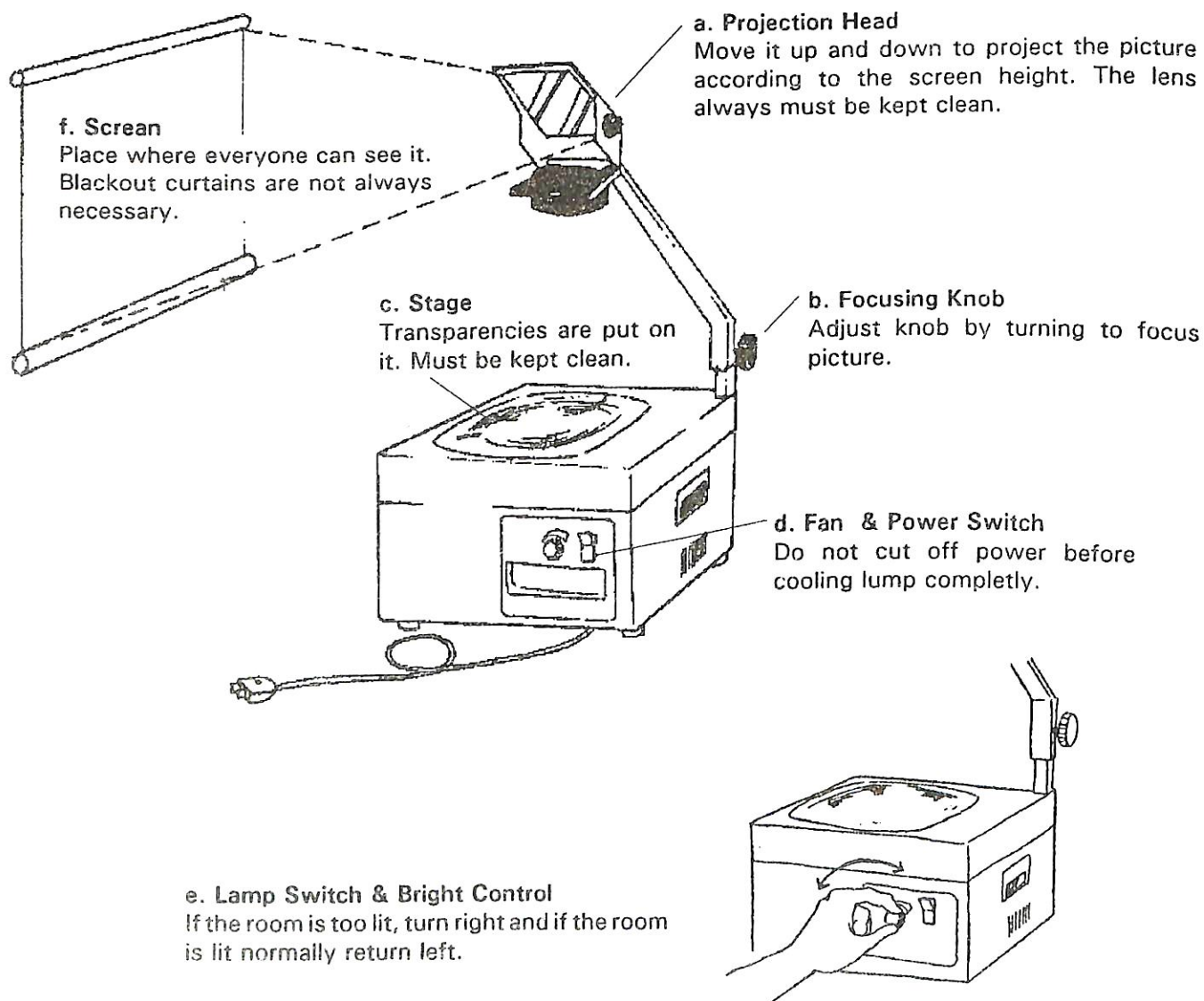
# Chapter 1

## 5 POINTS CHECK-LIST FOR OHP SYSTEM

*Check over before your operation !*

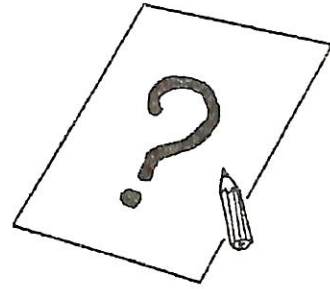
### 1. Over Head Projector

The Over Head Projector (OHP) is an apparatus which projects a transparency sheet from the stage onto a screen. Name and function of major parts are as follows.



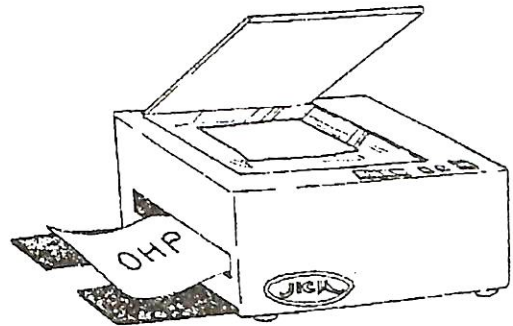
## 2. Scripts

Naturally, this is the most important for presentation because the results of the presentation depend on the scripts which are prepared in advance.



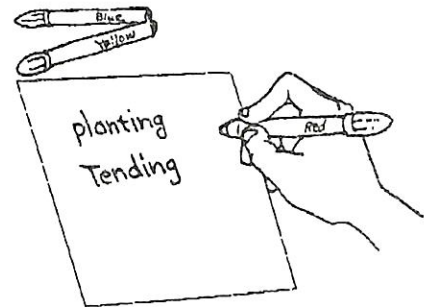
## 3. Transparency Sheets

Scripts or handouts can be easily copied onto transparency sheets by using ordinary copy machine.



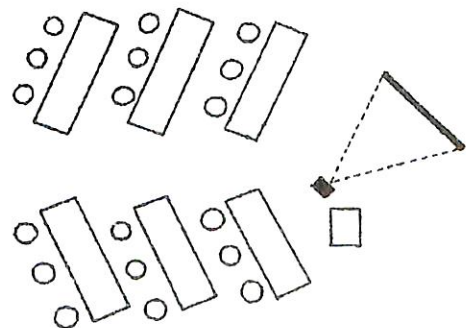
## 4. Colouring

Colour the sheet using mark pen or colour transparency sheets to offer more distinguishable information and effective presentation.



## 5. Layout and Arrangement of the Room.

Layout of the room where the presentation is to be done is important for good presentation.



*Think twice what and how are you going to show them !*

### 1. Before Making

Generally you can develop transparency by handwriting or photocopying. Anyway, don't write down on transparency sheets from the beginning. Prepare well your script first and trace or copy it to transparency sheets.



Consider and prepare these items before you start to make your scripts for presentation.

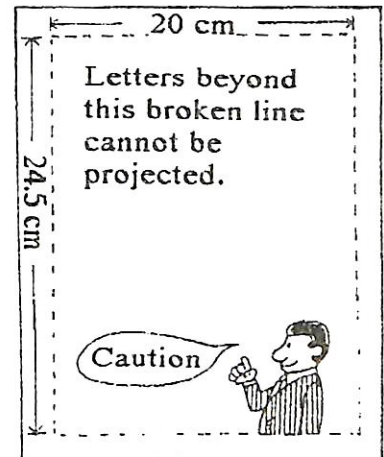
- a) **Purpose and Content :** Don't forget to realize first purpose and target of the presentation.
- b) **Order of Contents :** Think properly and organize well the order of each content and subject to present.
- c) **Time Allocation :** Allocate time of the presentation well for each content. Repeated simulation or exercise before presentation may help you to plan well at this point.
- d) **Necessary Data :** Collect necessary data about your subject, audience characteristics (Level of education, Age, Exposure, etc.)

## 2 . Papers for Scripts

a) You can choose any A4 size ordinary paper (typing paper, letter paper and so on).

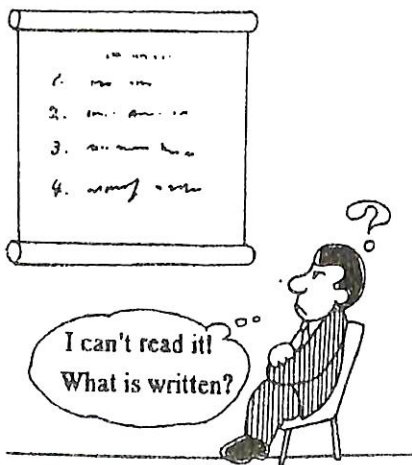
b) Use Square paper or Graph paper, if it's possible, which is better for drawing charts and writing letters in the same size and order.

c) Letters and charts must occupy in the script paper a space no longer than 20 cm x 24.5 cm which is the maximum size that can be projected. Be careful to put writings out of this space !



## 3. Size of Letters

a) It is essential for OHP presentation that the audience are able to read and understand what are projected and get good impression. For that, write **Clear** and **Legible** writings. You should write letters in **Block** in case of handwriting. It may be the ideal that if you can use micro computers' word processor which help you to make more clear and understandable letter.

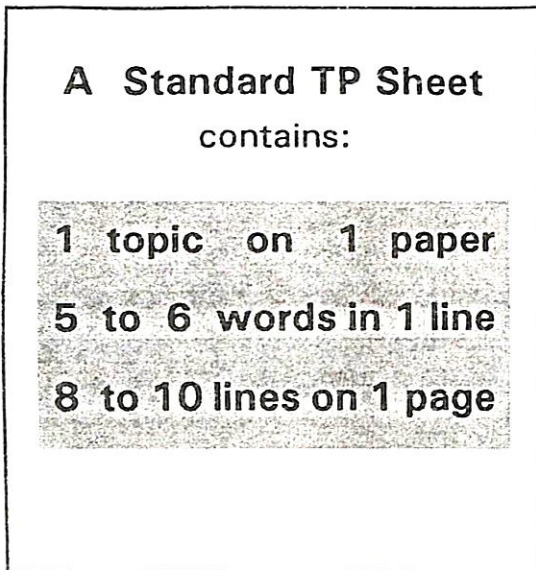


b) Write letters and numbers in order. The normal height for capital letters which the audience can read may be 7 mm. For the title or the part to be emphasized, use bigger letters. 10 mm is the optimum height even from the back of 100 or more audience.



#### 4. Quantity of Information for One Sheet

To make understandable and well impressible transparency, don't mount so much information on a paper at once. Please make it considering the following standard.

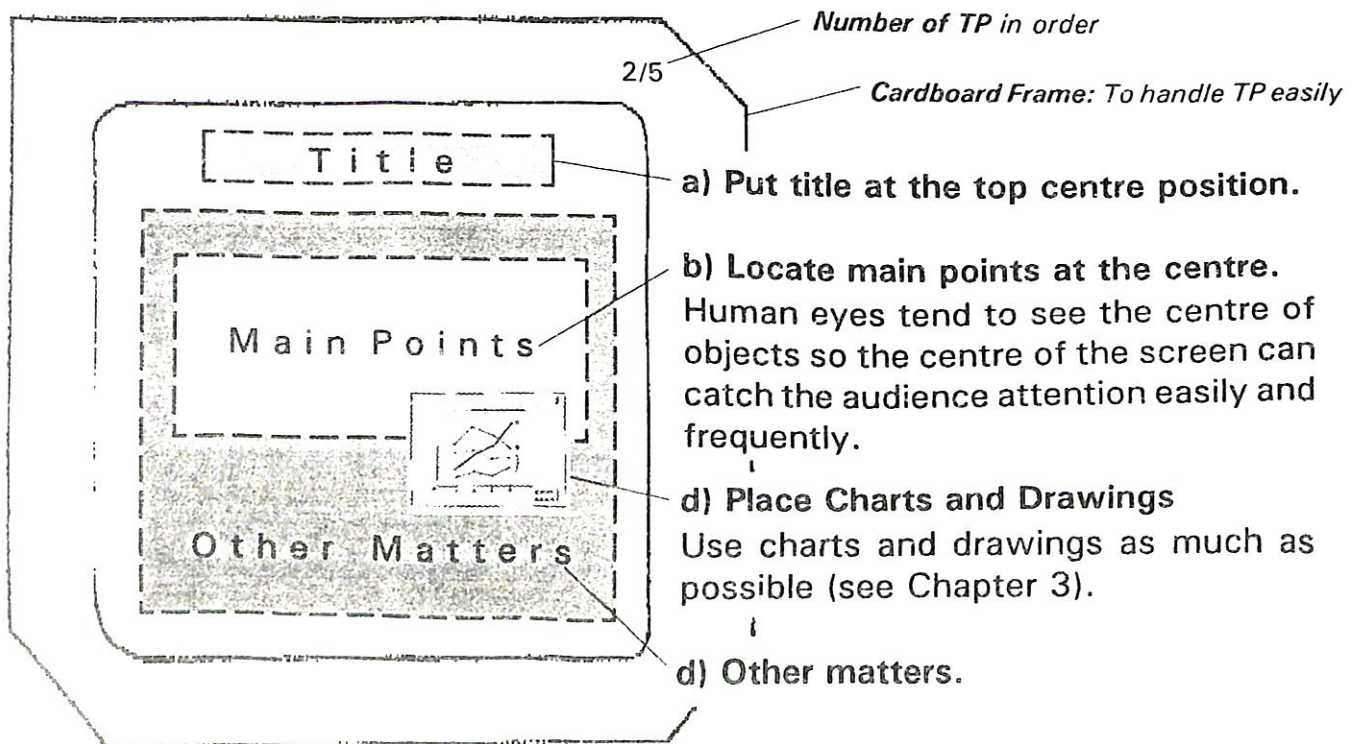


a) If you try to put more, letters are going to be small and that brings confusion.

b) Also, please avoid numbering only that is boring.

#### 5. Layout of TP Script

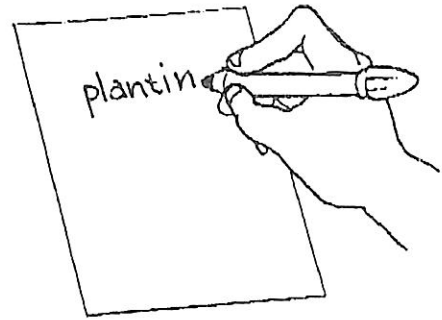
Standard layout of transparency sheet is as follows.



## 6. Notes for Handwriting on Transparency Sheets

a) Use block letters. Keep always in your mind to make writings understandable by others (yours might be impossible to read).

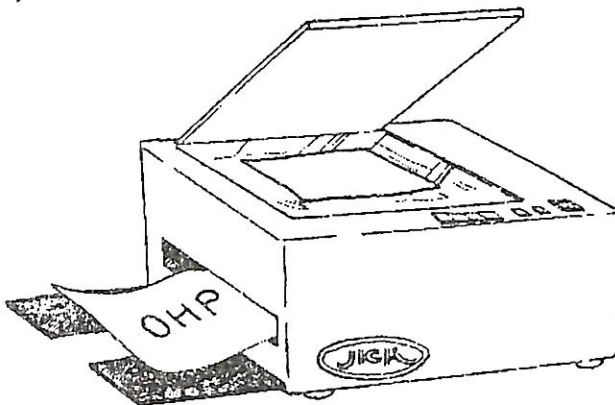
b) Be careful about the size of letters which are sometimes invisible to audience. But you can also vary the size of letters as much as colors according to the importance of subjects or information.



c) If it is necessary, change the color of letters to classify the information so that audience can distinguish and organize easily those subjects.

## 6. Copying to Transparency Sheet

a) Manuscripts can be copied easily to transparency sheet by using ordinary copy machine.



b) Just put your manuscript on the stage of copy machine and insert transparency sheet instead of ordinary paper.

c) Then you can get the transparency sheet in permanent form (but in black writings) for your presentation.

d) Enlarge function may help you to enlarge the letters on typescript papers to the visible large form on transparency sheets.

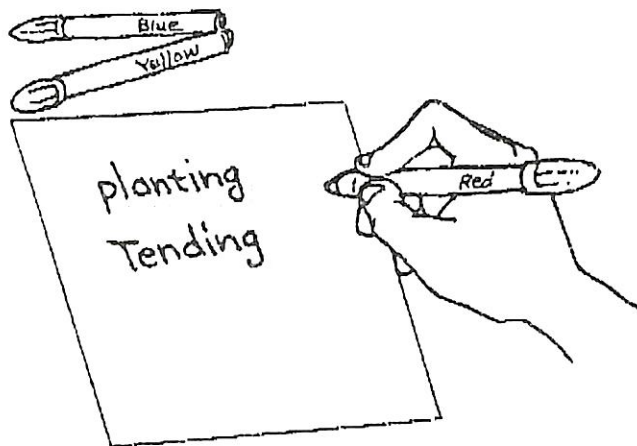
*Both Muguga and Kitui Training Centres provide you with copy machine so as to make a transparency sheet for the lectures of the training courses.*

### 3. Colouring Transparency Sheet

After copying, emphasize and classify necessary parts of your transparency sheet by mark pen.

Colouring enables to make:

- a) your transparency look beautiful (attract audiences attention),
- b) easy to identify, classify and compare items on transparencies,
- c) easy to emphasize important points,
- d) easy to modulate your pace of presentation.



If you are suppose to make colouring after writing the letters, use permanent mark-pen for writings. Handwritings of non-permanent mark pen may have danger to be erased by additional colouring. In this case you can paint from the back side of transparencies.

Don't add unnecessary colours. Your transparency may look beautiful but may cause visual confusion to the audience in identifying items on the sheet. Remember the principle of this treatment.

***Only 3 to 4 colours may be used on any one transparency !***

# Chapter 3

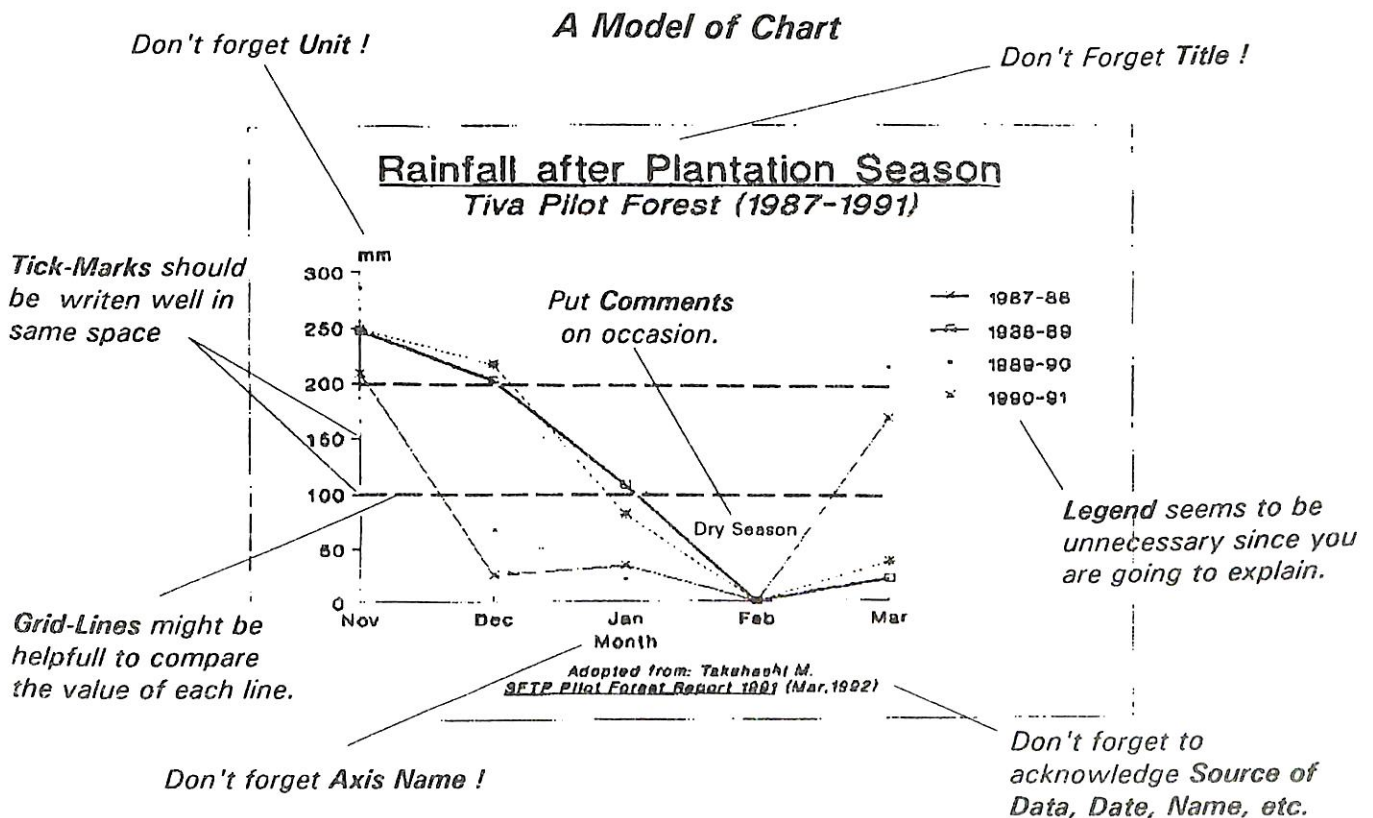
## CLEAR GRAPH AND CHART DRAWING

Arrange your concept and place graphs and charts on your transparency as much as possible. They help audience to understand your explanation better, easier and faster than those only in the letters.

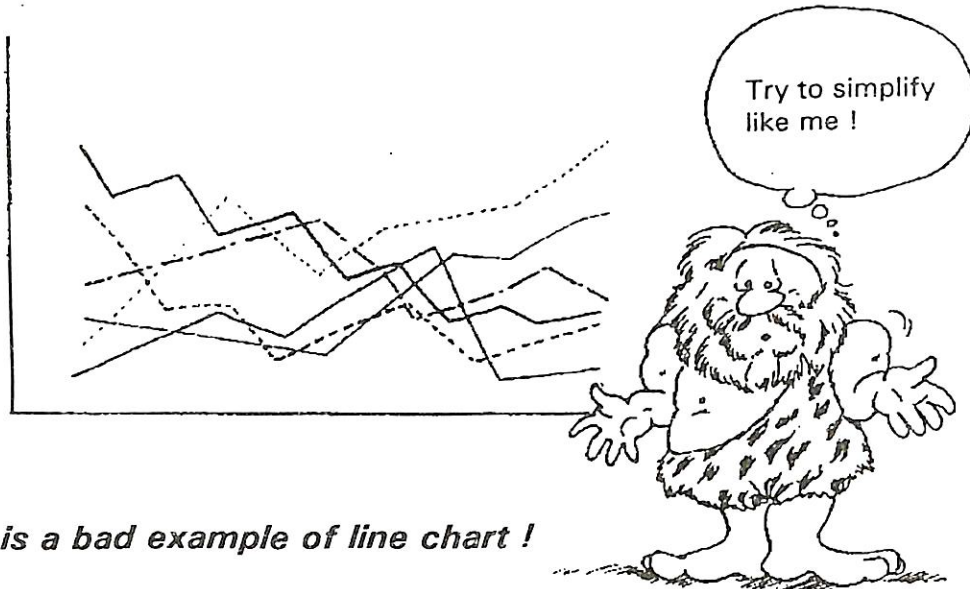
### 1. General Considerations

General considerations for effective graph drawing are as follows:

- Make sure the objective of graphication or in other word what are you going to show them in graphs or charts.
- Chose the style (Line, Bar, Pie ?) carefully comparing the efficacy acording to the subjects to show.
- Draw same topics in the same style. Otherwise, audience may confuse in comparing results.



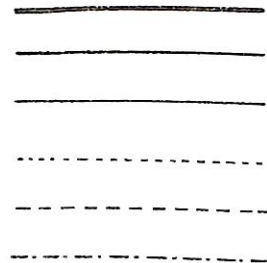
## 2. Line Chart Drawings



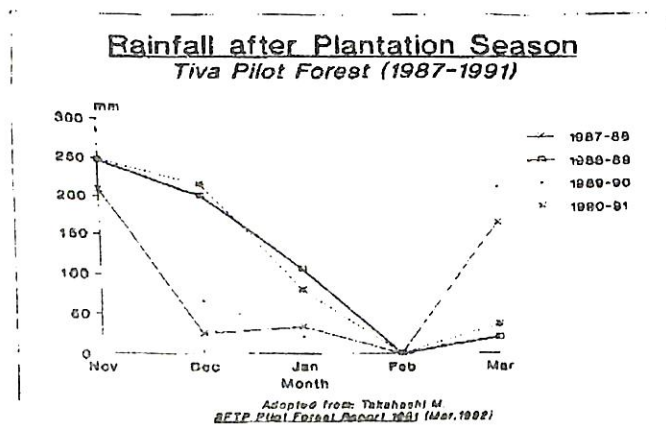
*This is a bad example of line chart !*

It would be improved, if you were keeping following recommendation.

- a) Select a maximum of three or four kinds of lines. In other words, only three or four things should be compared in each graph. Combination of more series cause confusion and uninteresting to audience.

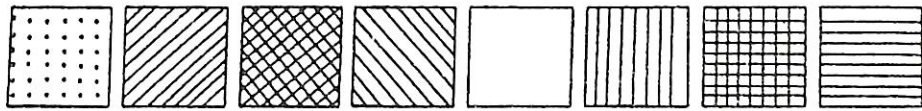


- b) Lines should be drawn to an even width. And each line width should be enough different or distinguishable to compare.
- c) Changing of point pattern ( \* + x ) is useful to identify each line.



### 3. Hatching Feature for Chart Drawing

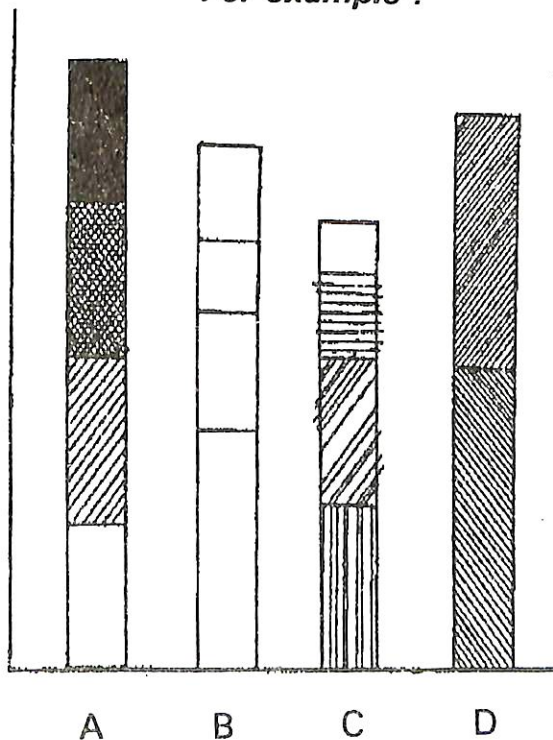
For bar and pie charts, which represents ratios by area, hatching is used to apply to classify different items in charts as well as colours. The following are general examples of hatching patterns.



If you are creative, hatching patterns would be available more but what you have to note in combination of those are :

- a) Use only 3 to 4 hatching patterns. If more are used, it will become difficult to distinguish each part.
- b) Don't place too much difference, in terms of density, hatching patterns together. This gives the audience an optical illusion.

*For example !*



- bar A: The hatching pattern of the top part is darker than that of the bottom part. It gives the unsettled impression, so reverse the hatching pattern, dark at the bottom, light at the top.
- bar B: Needs to distinguish by hatching or colouring after copying to transparency sheet.
- bar C: Needs clearer and more distinguishable hatching. Do not draw line pushed out and draw line in same space.
- bar D: Gives an optical illusion, so the hatching patterns need changing.

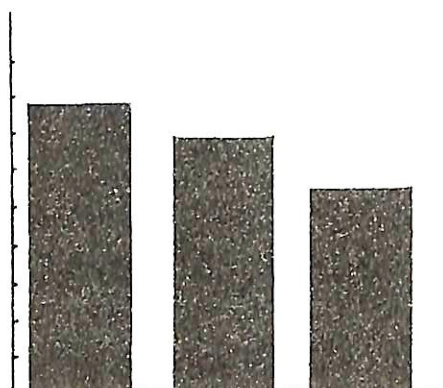
#### 4. Balance of bar chart

Draw a well-balanced bar chart so as not to make the audience confused. Be careful about making scales of graduation along the vertical and horizontal axes, and also about the width of each bar and the space between bars.

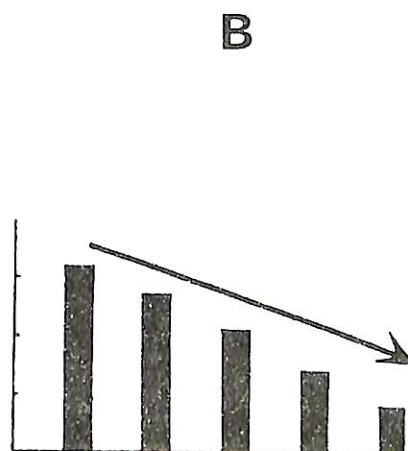
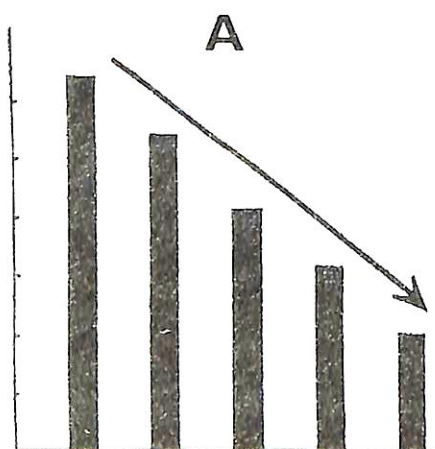
*Each bar is too thin giving a poor impression.*



*Each bar is too thick giving an oppressive impression.*



*Both chart A and B show the same subject, but they give quite different impressions, because of the scale along the vertical axis.*

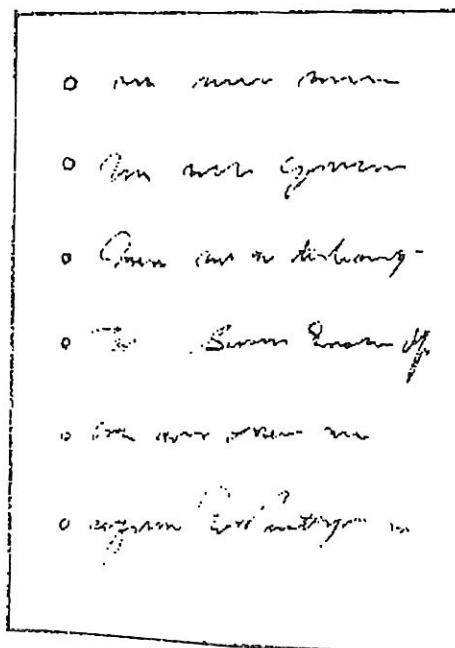


It is preferable to use graphic softwear on micro-computer that makes all of those processes automatically. Both Muguga and Kitui Training Centre may help you to compile more clear graph for training course.

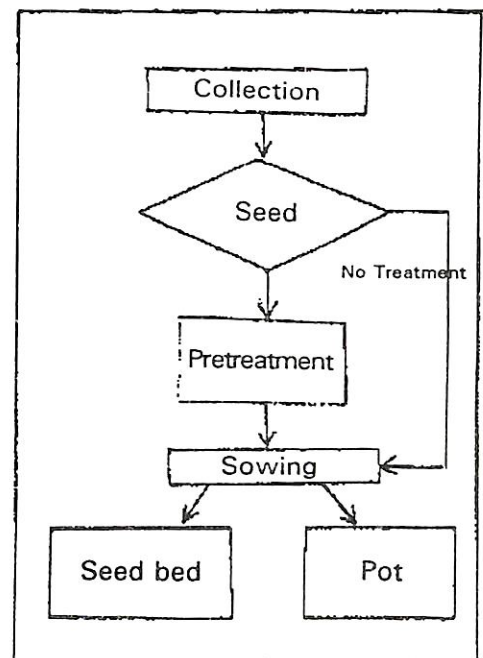
## 2. Flow Chart Drawing

If you are going to explain some process, flow charts might be effective. Those will be more understandable than just pointing out the items.

*Example of ordinary TP script giving mediocre impression.*



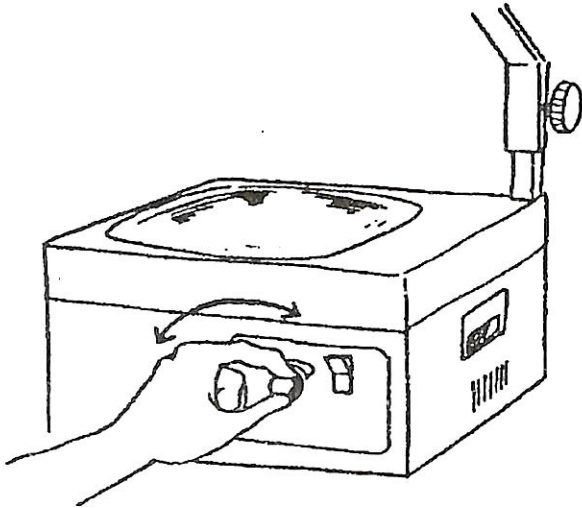
*A series of processes shown by flow chart making good modulation among each stages.*





*Aren't you using OHP just to project the picture on the screen?  
Use these techniques for effective presentation.*

### 1. Using the Lamp Switch



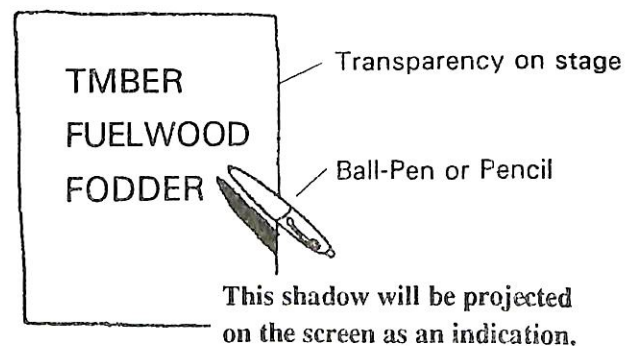
To draw maximum attention of audience, use the lamp switch turning on and off according to the progress of your presentation.

For example, if the power switch goes on suddenly, the audience will direct their attention to the screen. On the contrary, if the switch goes off unexpectedly, they will all turn to look at the presenter.

You can use this attitude effectively during your presentation. But it is not recommendable to switch on and off too many times to irritate audience.

### 2. Pointing Information on Transparency

It is unnecessary to go to point the picture on the screen. You only need to point the same parts on transparency on the OHP stage using a Ball-Pen or a pencil. You can point to them without turning your back to the audience, so that you can see always the audience's response.



*You had better lay off the pen or pencil on the stage. If you are holding it, the vibration of your hand will be transferred to the screen, so the part of the picture, which you wish to point to, will not be clear.*

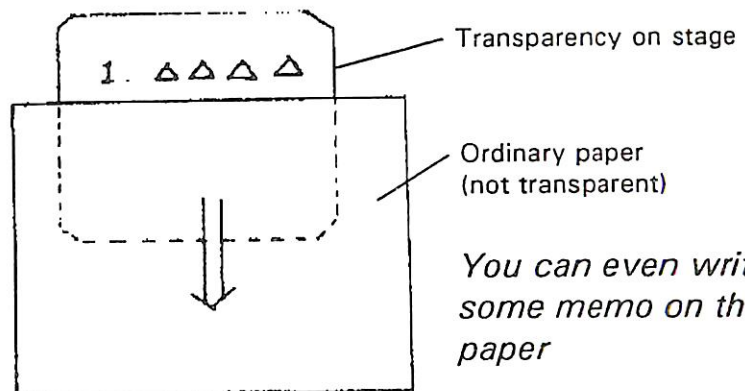
### 3. Covering Some Part of Transparency

To show everything at once is not always effective. It is better to cover your transparency and just project the necessary part onto the screen. Because if you project the whole material at once, audience tend to see automatically B to Z even when you are explaining about A.

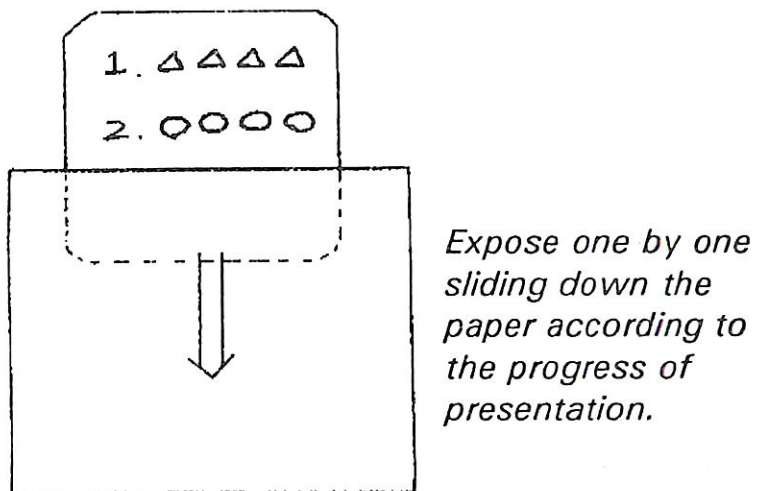
By using this method, you can develop your lecture at your own pace keeping the audience attention on your actual speaking point and increasing audience's interests for following subjects.

#### *Don't Show It at Once!*

a) Cover the transparency sheet on the stage with an ordinary paper and do not project all parts of the transparencies on the screen at once.



b) Adjust the covering paper gradually from top to bottom or side to side showing necessary parts of the transparency according to the progress of your presentation.

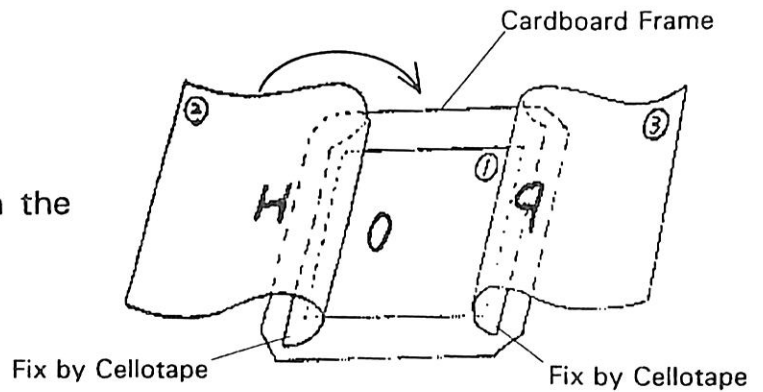


#### 4. Laying Several Transparencies on Top of Each Other

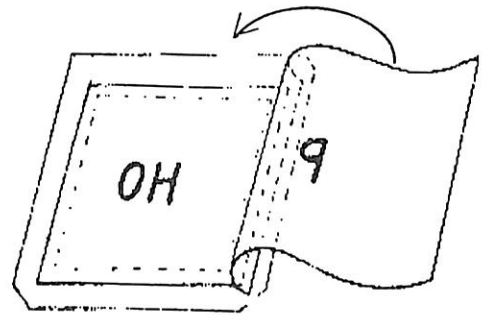
This is useful to explain a complicated or multiple process to the audience. You can divide the process into several parts and explain each of them systematically.

*For example !*

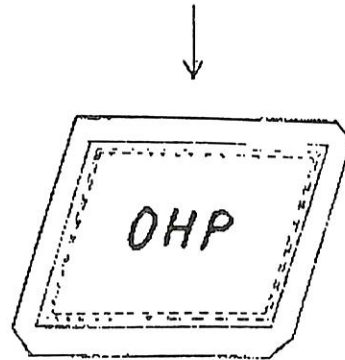
a) Firstly, put transparency 1 on the stage so "O" is projected.



b) Secondly, put transparency 2 on top of transparency 1, so "OH" is projected.



c) Lastly, put transparency 3 on top of transparency 2, so "OHP" is projected.



d) Also you can perform this in reverse order c) - b) - a).

***It is even more effective if you incorporate these four methods mentioned above !***

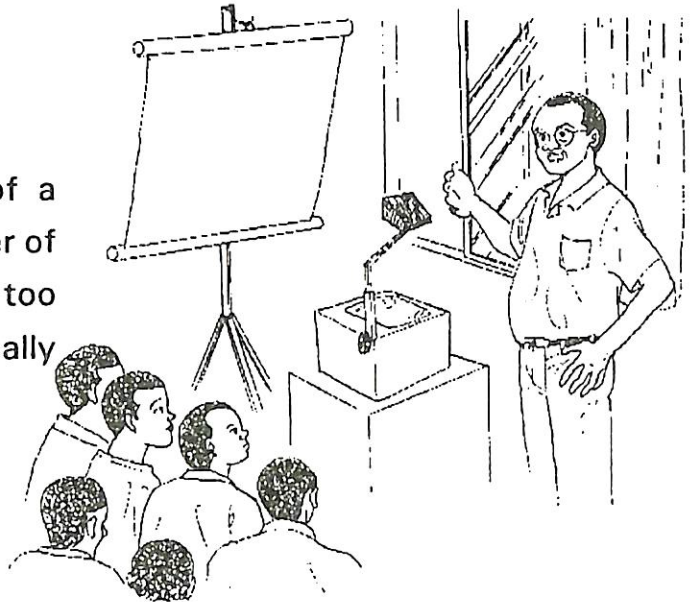
In the chapter of transparency making, we emphasized that TP must be clear and understandable for everyone. But if the image is interrupted by machine or person, or the image itself is crooked when that is projected on the screen, all your efforts may come to nothing.

### 1. Choice of Room

a) Choose a comfortable room of a suitable size according to the number of the audience. Both too large and too small are not mentally and physically good to the audience.

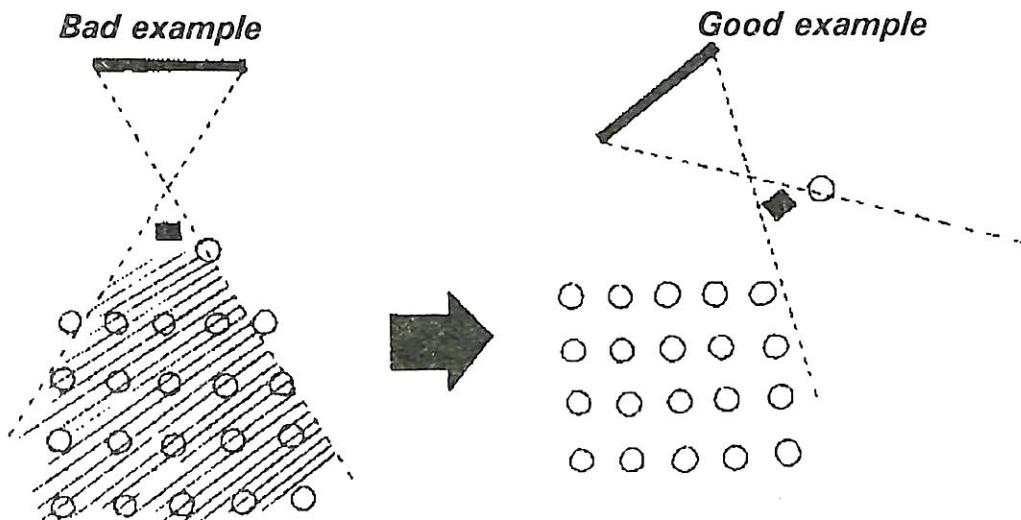
b) Avoid noisy conditions.

c) Be aware of the ventilation of the room.



### 2. Location of the OHP, Screen and Chairs

The screen has to be set in a place where all the audience can see without any obstacles.

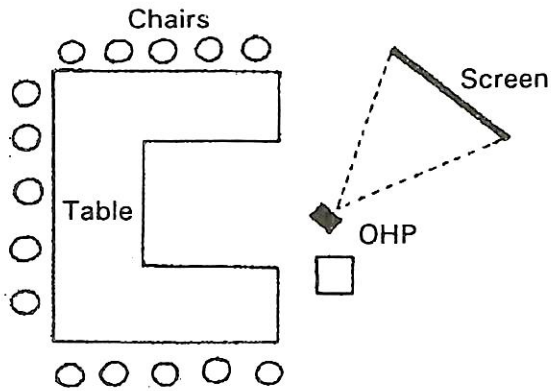


The people in the shaded portion cannot see the picture well because of the OHP and presenter.

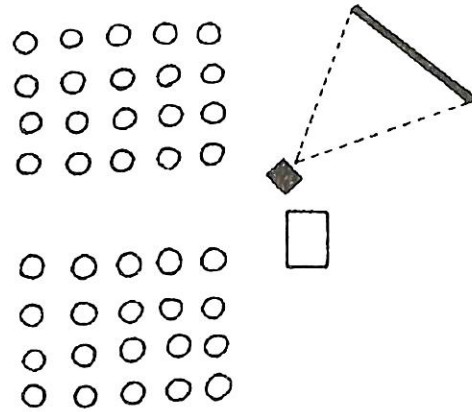
All the audience can see the picture well.

### 3. Examples of Room Arrangement

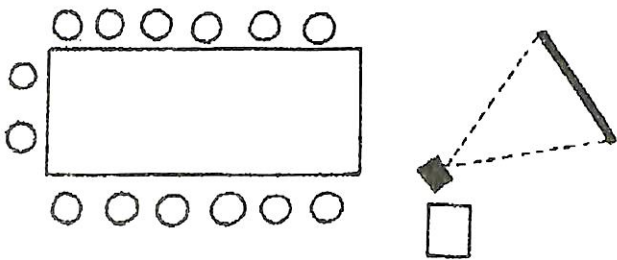
Many arrangements can be possible according to the objective and number of audience. These are some examples.



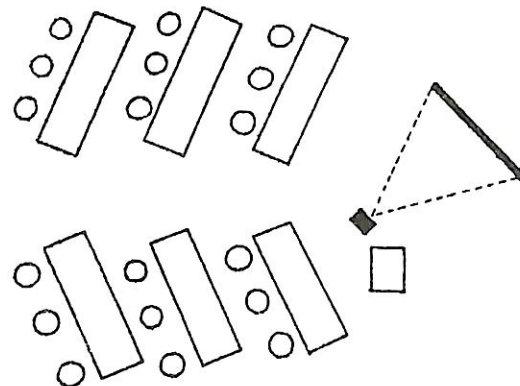
a) For a discussion of 12 to 20 people



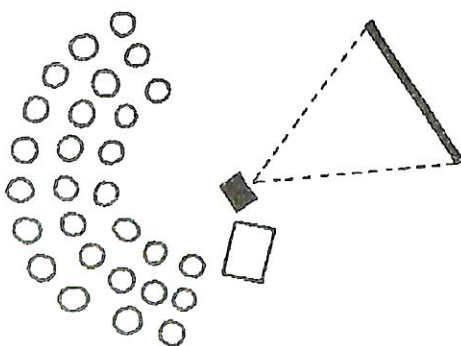
b) For a long lecture to many people



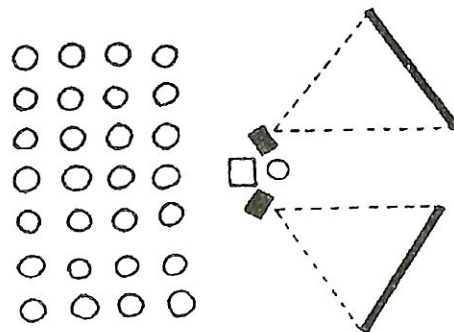
c) For a discussion of 6 to 12 people



d) For a short presentation to many people



e) For a short presentation to many people. A large audience sitting in a semi-circle



f) Using two OHPs and two screens for more advanced presentation

### 1. Size of Screen

1.5 m x 1.5 m or 1.8 m x 1.8 m is the size which is usually used for OHP screen.

### 2. Type of Screen

Mat-Type screen is better for small room presentation because of its large angle of reflection. Both three-legged support movable type and fixed hanging type are available.



*Visible from any side.*

### 3. Projection Distance

Proper projection distances between OHP and Screen varies with the model of OHP and size of screen. Followings are examples for the OHP of focal distance 245mm.

Over Head Projector		Screen	
Focus Length	Stage Size	1.5m x 1.5m	1.8m x 1.8m
245mm	25cm x 25cm	1.7m	2m

For other OHP, projection distance can be calculated using the following algebraic formula.

$$d = f \left( \frac{S'}{S} + 1 \right)$$

The focal length of the OHP can be calculated using this algebraic formula.

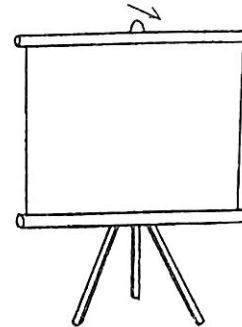
$$f = d / \left( \frac{S'}{S} + 1 \right)$$

$S'$  = the length of the screen  
 $S$  = the length of OHP stage  
 $d$  = the distance between the screen and OHP  
 $f$  = the focal length of OHP head lens

## 4. Angle Adjustment

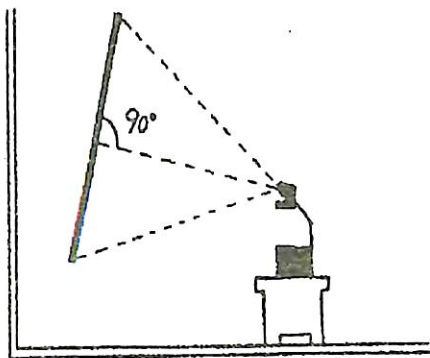
The light from the OHP must hit the screen at right angles on both a vertical and horizontal axis. If they are not at right angles, the picture on the screen is distorted. So, please check enough and set the screen properly before your presentation.

*Screen usually has some play for angle adjustment according to the OHP angle.*

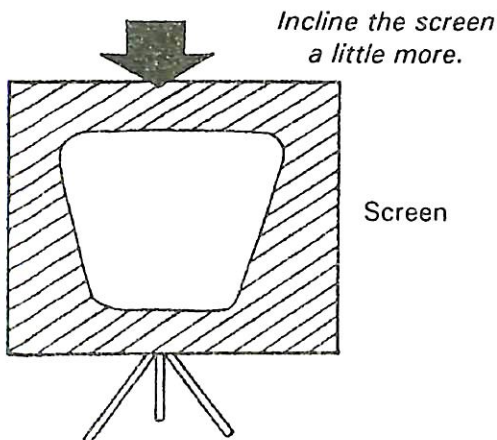


### a) Vertical adjustment

Incline the screen until it is at right angles to the projection from the OHP.

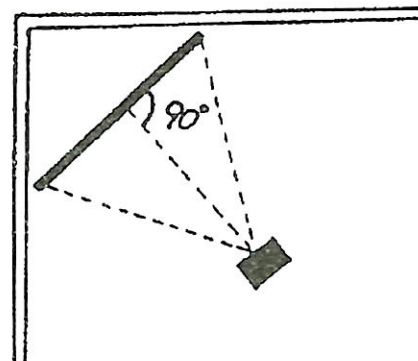


If the screen is not vertically well placed, the picture on the screen is like this.

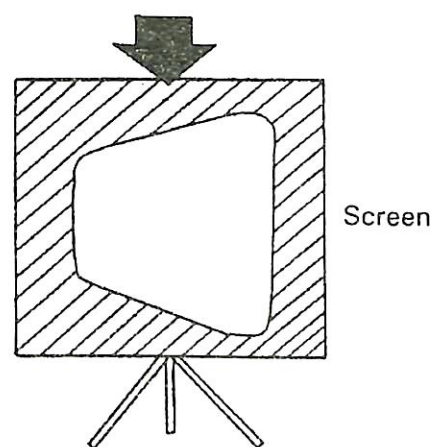


### b) Horizontal adjustment

Adjust turning the OHP until it is at a right angle with the screen.



If the screen is not horizontally well placed, the picture on the screen is like this.



***The picture on the screen should be rectangular in shape !***

### 1. Care in Handling the OHP

- a) Do not move the OHP without disconnecting the power supply.

If the OHP is moved when still connected, the bulb will vibrate and it might burn out.

- b) Do not touch the bulb or the reflector when the bulb is changed.

If finger prints are left on the bulb and the reflector, the light from the bulb becomes dark.

- c) Put off the Light Switch and let OHP cool completely moving the Fan.

If you turn the Fan (Power) Switch off before cooling the machine, the inside of the OHP will still be hot and damages may occur.

### 2. How to Clean the OHP

*Clean the OHP after switching off.*

- a) If the head lens, the stage glass, the fresnel lens and the one-piece stage become dirty, clean them with tissue paper soaked in OHP lens cleaner.
- b) If the body of OHP becomes dirty, clean it with a soft cloth. First use a damp cloth (with some neutral detergent if necessary) to wipe off the dirt. Then wipe it again with a dry cloth.
- c) Do not use thinner or oleaginous solvent for cleaning.
- d) Cover the OHP with a dust cover when it is not in use.



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