University of Phoenix Material

COMM 310 Forms of Media Matrix

After reviewing this week's reading, complete the matrix, related to various forms of media used in public speaking.

Form	Benefits	Drawbacks
Objects	An object attracts the audience.	Some objects are too big and other objects are too small to use.
Models	A model shows the audience what you are speaking about and gives a better understanding of what you are speaking about.	The audience may get distracted when using a model.
Photographs	Gives a visual of what speaker is talking about.	Cost and small pictures can cause a distraction or strain the eyes.
Drawings	Illustrates points and inexpensive.	Lacking of realism.
Graphs	Eases audience by better showing statics and patterns.	Choosing the best graph to fit the topic.
Charts	Shows a large amount of information and makes it easier to understand.	Including too much information on a chart is a drawback.
Transparencies	Produces a strong visual image and transparencies easy to create.	Cannot draw or write on transparencies and transparencies need to be thoroughly checked for errors.
Video	Good visual and sound. Makes a topic easier to understand.	Videos can have a long time frame that is distracting and may need edited.
Multimedia Presentation	With multimedia presentations are able to add charts, graphs, videos, drawings, photographs, and everything into one.	A multimedia presentation can be hard to learn how use and how the program works.