

Contents

	PAGE
PREFACE	v
INTRODUCTION	xi
<small>CHAPTER</small>	
1. MOTION PICTURES	1
Where to Obtain Appropriate Films	1
Subjects Covered in Film Catalogues	3
How to Use Motion Pictures	3
Instructor's Manual and Film Guide	9
How to Operate Motion Picture Projectors	9
How to Make a Training Motion Picture	12
Example of Content of Home-Made Film	16
DO's for Using Motion Pictures	17
2. DISCUSSIONAL STRIPFILM AND SOUND SLIDEFILM	21
Sources of Stripfilm and Slidefilm	22
How to Use Stripfilm and Slidefilm	22
How to Operate the Stripfilm Projector (S.V.E. Model AAA)	27
How to Operate the Slidefilm Projector	28
How to Make Stripfilm and Slidefilm for Your Training Purposes	29
Example of Content of Home-Made Stripfilm and Slidefilm	30
DO's for Using Stripfilm and Slidefilm	31
3. TRAINING SLIDES	33
How to Use Slides	34
How to Operate Slide Projectors	37
How to Make Slides	42
Example of Content of Home-Made Slides	50
DO's for Using Slides	50
4. OPAQUE PROJECTOR	53
Sources of Pictures for Opaque Projector	53
How to Use the Opaque Projector	54
How to Operate the Opaque Projector	58
How to Operate the Visual Cast	60
How to Construct Illustrative Sets	62
How to Test the Trainee	64
How to Classify and File Material for Use in Opaque Projectors	65
DO's for Using the Opaque Projector	65
5. MAPS, CHARTS, GRAPHS, AND DIAGRAMS	67
How to Prepare Maps for Training Purposes	67
How to Make Charts for Training Purposes	71

CHAPTER		PAGE
	How to Prepare Graphs for Training Purposes	73
	How to Make Diagrams for Training Purposes	77
	DO's for Using Maps, Charts, Graphs, and Diagrams	79
6.	FLASH CARDS	81
	How to Use Flash Cards	81
	How to Prepare Flash Cards for Training	82
	Examples of Flash Cards	85
	DO's for the Use of Flash Cards	93
7.	POSTERS AND MANUALS	95
	How to Use Posters	96
	Examples of Posters	97
	Sources of Posters	100
	Manuals	102
	Sources of Manuals	102
	How to Use a Manual	104
	DO's for the Use of Posters and Manuals	106
8.	PICTURES AND PHOTOGRAPHS	109
	Sources of Pictures	110
	How to Mount Pictures	110
	Filing Pictures and Photographs	112
	How to Make Your Own Pictures	113
	How to Use Pictures and Photographs	121
	Home-Made Pictures	124
	DO's for the Use of Pictures and Photographs	125
9.	THE BLACKBOARD AND BULLETIN BOARD	129
	Blackboard Point Clinchers	129
	How to Use the Blackboard	130
	Presenting Blackboard Material	130
	An Example of the Use of the Blackboard	132
	DO's for Using the Blackboard	134
	How to Use the Bulletin Board	134
	How Trainees May Contribute Items	137
	How to Make Bulletin Boards	138
	DO's for Using the Bulletin Board	138
10.	OBJECTS, SPECIMENS, AND MODELS	141
	Sources of Objects, Specimens, and Models	142
	How to Prepare Objects, Specimens, and Models	143
	How to Use Objects, Specimens, and Models	148
	DO's for the Use of Objects, Specimens, and Models	150
11.	TRAINING LABORATORY	153
	Sample Training Laboratory Check List	155
	Sources of Laboratory Equipment	156
	How to Prepare Training Laboratory Equipment	157
	How to Use the Laboratory	159

CONTENTS

ix

CHAPTER	PAGE
How to Prepare an Operational Sheet	161
DO's for the Use of the Training Laboratory	164
12. FIELD TRIPS	167
Trip Opportunities	167
How to Conduct a Field Trip	169
How to Use the Field Trip	171
DO's for the Use of the Field Trip	174
13. TELEVISION	177
Nature of Television Programs	177
How to Prepare to Use a Television Program	178
How to Use Television in Personnel Training	181
Television Marches On	187
DO's for the Use of Television	187
APPENDIX 1: PRINTED TRAINING AIDS	189
The Portable Pulpit	190
APPENDIX 2: SOURCES OF AUDIO-VISUAL AIDS	192
Colleges, Universities, and State Agencies Which Maintain Audio-Visual Aid Libraries	192
How to Borrow or Purchase U. S. Government Films	196
Manufacturers and Producers of Audio-Visual Equipment and Supplies	214
Community Films and Equipment Sources	217
INDEX	231