

presents **TEN** *tips*

on **Using Notes**



1

Writing out the whole speech will give you too many notes to handle. Use key words for each paragraph or point.

2

Large notes, if held in the hand, will detract from the presentation. If there is no lectern, use palm-sized cards as a prompt or reminder.

3

Print in large letters on white, unlined cards. Everything on the card should be readable at arm's length.

4

Use card rather than paper as it is easier to handle and will not curl if placed on a lectern.

5

Use wide margins so you can find your place easily as you scan down the card.

6

Underline words and phrases you want to emphasise.

7

Mark reminders of pauses or phrasing in a different, bold colour.

8

Mark some of the cards for possible elimination in case your speech has to be shortened.

9

Number the cards in the top right hand corner. If you have the misfortune to drop them, they can then be easily put back in order.

10

As you finish with a card, put it to one side. If it is placed at the back of the pile, you may accidentally put it in the wrong place, and so risk repeating your material, or getting lost.