

PUBLIC SPEAKING

The Secret of Note Cards

(which really isn't a secret - you just haven't discovered it yet!)

WHY USE NOTE CARDS?

- A. they are smaller and quieter than paper - therefore they are less distracting
- B. When prepared properly, they give you just enough info to remind you what you want to say, but not so much as to tempt you to read your whole speech.
- C. You'll have better eye contact.
- D. You will sound more conversational.

REMEMBER! THIS IS SPEAKING CLASS, NOT reading CLASS!

HOW DO I PREPARE THEM?

- A. Use key words and phrases, **not** complete sentences. (unless you are quoting someone or giving a statistic - then write out every word and it's ok to read it)
- B. Write **BIG** and neatly - why? Because it's easier to read!
- C. Leave lots of space between lines - why? Because it's easier to read!
- D. Don't write on the back of the card
- E. Number the cards - why? Because if they fall or get out of order, you can recover
- F. Write in PEN not in pencil - why? Because it smears!!

WHAT DO I DO WITH THEM DURING THE SPEECH?

- A. Simply hold them - you can still gesture with the other hand
- B. Hold them about waist high or a little higher. Don't let them block your face - that's one reason you want to write big and clearly
- C. **Don't** fan, flip, or tap them!

PREPARE THEM WELL AHEAD OF TIME AND USE THEM FOR REHEARSAL!

THE **SECRET** IS IF YOU PREPARE AND USE THEM WELL, NOTE CARDS WILL INCREASE YOUR **EYE CONTACT**, IMPROVE YOUR **FLOW**, GIVE YOU **CONFIDENCE**, AND MAKE YOU **SOUND MORE NATURAL!**