Using note cards

Using **notes adds to your credibility as a speaker**. If you depend on a full manuscript to get through your delivery, your listeners might believe you don't know the content of your speech.

Before starting the note cards/cue cards you need to make sure your speech is fully prepared.

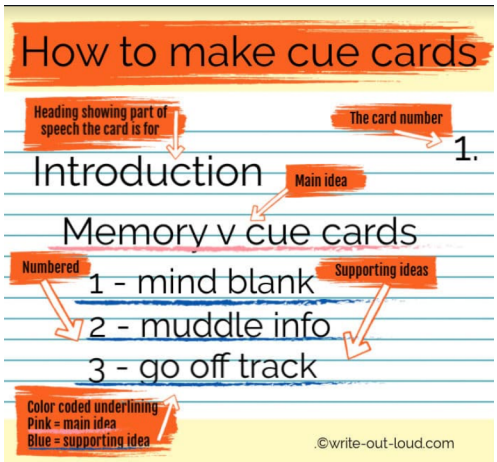
First, brainstorm and research your topic;
Second, outline your ideas;
Third, write a draft manuscript, practice saying aloud, edit as needed;
Fourth, now you are ready to prepare your note cards …

Your cards should **include key words and phrases, not full sentences**. The words and phrases should be arranged in order so that you can stay organized and avoid forgetting important points. ***One exception to the key word guideline would be an extended or highly technical quotation from an authoritative source***.

Using note cards, Your presentation will be structured and you will sound natural. Disadvantages: You may find it difficult to keep within the time limit. If your notes are too brief, you may forget what you intended to say. This is a medium-risk strategy used by many experienced presenters and the one most often recommended. To avoid this problem, practice more to be comfortable with the content and your ideas.

Note cards are an invaluable tool for public speaking. When used correctly, they can **help increase your eye contact and connection with the audience**. When used incorrectly, they can do just the opposite. Note cards are meant to help you rehearse and keep your ideas organized during your speech if you get lost.

Under no circumstances should the speaker be spending more **than 20%** of the speaking time looking at the notes. It would be ideal to practice so you only glance at your notes approximately 5% of the time of the speech.

Although it may seem tedious to give each note card a topic name, it serves two purposes: **It keeps you focused in your research**. You will be less likely to write down unnecessary information (facts that are not related to your topic) if you are careful to write down the topic for every card.

For further helpful hints visit website https://www.write-out-loud.com/cue-cards.html