Speaking Notes
that assist an "All-Star Performance"

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Goals:
1) Prevent omissions of content/activities
2) Ensure proper sequencing of content/activities
3) Enhance speaking confidence and credibility

Styles:
1) Use separate cards for each "major section"
   (Note: can use additional cards for quotes and stats)
2) One-card system (I prefer!)
3) Can use visual aids instead!

Preparation:
1) “Write out” almost nothing -- use mainly key words!
2) Include essential delivery cues (e.g. EC! / show VA)
3) Copy over neatly -- format for easy eye-scanning!
4) Go to bed with notes (and V/As) finished and clean

Mike Zizzi / COM 455 / “Sample Handout”
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