



GUIDELINES FOR USING NOTECARDS



1. SHORT WORDS OR PHRASES
2. ONLY WRITE ON ONE SIDE
3. HAVE ONE MAIN IDEA PER CARD
4. NUMBER YOUR CARDS
5. WRITE DOWN FULL QUOTES OR CITATIONS
6. WRITE IN PAUSES OR HELPFUL DELIVERY CUES
7. DON'T OVERLOAD ONE CARD WITH TOO MANY NOTES
8. DON'T READ DIRECTLY OFF THE CARD, SHOULD BE USED AS AN AID
9. DON'T PLAY WITH, CRUMBLE, TWIST CARDS WHILE SPEAKING
10. PRACTICE

