Preparing Notecards

- Use 3x5 or 4x6 white note cards and write on only one side of the cards.
- Use visual cues to help divide up information. If you speech has been outlined, use those indicators to set up the organization of your cards.
- Write down only key points, key words, or brief reminders on your notecards.
- Avoid writing full sentences or paragraph.
- Use bullet points to outline each key point on your notecards. This helps to stay focused and prevents you from reading directly from your cards.
- Number the cards sequentially to ensure that your speech flows logically from one point to the next.
- Use different colors or highlighters to emphasize important information or key terms on your notecards.
- Include cue (for example: "point to slide" or "pause"); write these in a different color or highlight them so you can recognize that they are not part of your actual speech.
- Practice your speech multiple times using your notecards to familiarize yourself with the flow and organization of your presentation.
- Hold your cards in a way that allows you to glance at them quickly without losing eye contact with your audience. Avoid reading directly from your cards for extended periods.
- Write clearly and legibly on your notecards to ensure that you can easily read them during your presentation.
- Be prepared to adapt and adjust your speech as needed during the presentation. Your notecards should serve as a guide rather than a script.

Adapted from Marietta College's Communication Center: Tips for Preparing and Using Notecards.