



Practical Tips 3. How to write helpful notes for presentation

To write a better note: Answers

What are the notes for?	
<ul style="list-style-type: none"> • Notes help you when you cannot memorize your speech. • Notes help you when you forget your lines during presentation. 	
How to write effective notes	
1 Contents	<ul style="list-style-type: none"> • Write down key words • Write only key points or the first sentence of each paragraph. (Avoid writing the entire presentation – too long and you might just read it.)
2 Size	<ul style="list-style-type: none"> • A6 preferable or A5 at most. • If there is no podium, paper should be small enough to be hidden in your palm. (Holding a large piece of paper may lower the value of the presentation.)
3 Font	<ul style="list-style-type: none"> • Write your note in an easy-to-read font on white paper. • Use large enough font for you to read. (You should be able to read it without bringing the face closer to the paper.) • Have enough space in between lines. Separate each paragraph.
4 Paper	<ul style="list-style-type: none"> • Index card • Use thick enough paper so it won't break or be rolled up.
How to make it easy to read	
5 Margins	<ul style="list-style-type: none"> • Have enough margin so you know what's written at a glance. • You can add words later in the margins.
6 Underlines	<ul style="list-style-type: none"> • Underline only the words or phrases you want to emphasize.
7 Marks	<ul style="list-style-type: none"> • Add marks for pause or break in different colors.
Tips for practice	
8 Time management	<ul style="list-style-type: none"> • Write down the estimated time to spend for each paragraph and planned elapsed time. • Mark a card that can be skipped in case you need to shorten the presentation.
9 Order	<ul style="list-style-type: none"> • Write the page number on the top right. You can quickly assemble the notes when you accidentally drop and scatter them.
10 Page turning	<ul style="list-style-type: none"> • Place the used cards away from the unread pile to avoid reading the same card twice.
<p>Use the notes efficiently. Don't read the notes. Have good eye contact. And give a successful presentation!</p>	

Educational materials “Practical Tips 3. How to write helpful notes for presentation” consists of 3 pages. Page 1: Answers Page 2: Questions Page 3: Good and Bad Notes
Please use the material in way that fits your club meeting program.



Practical Tips 3. How to write helpful notes for presentation

To write a better note: Questions

What are the notes for?	
<ul style="list-style-type: none"> Notes help you when you cannot memorize your speech. Notes help you when you forget your lines during presentation. 	
How to write effective notes ⇒ What makes a better note?	
1 Contents	Write entire sentences / presentation ⇒ (reasons:)
2 Size	A4 paper size / large size ⇒ A5 / index size (reasons:)
3 Font	Scribbled ⇒ Small letters ⇒ Without space ⇒ (reasons:)
4 Paper	Plain paper ⇒ Thin paper ⇒ (reasons:)
How to make it easy to read	
5 Margins	Write to the edge of paper. Pack the paper with sentences. ⇒ (reasons:)
6 Underlines	Underline many words. ⇒ (reasons:)
7 Marks	Use many marks / colors. ⇒ Use same color for marks and letters. ⇒ (reasons:)
Tips for practice	
8 Time management	Write down estimated time. (reasons:) Do () so that it will be easy to shorten the presentation.
9 Order	Do () so you will be able to quickly assemble the notes when you accidentally drop and scatter them.
10 Page turning	Do () in order to avoid reading the same card twice.
<p>Use the notes efficiently. Don't read the notes. Have good eye contact. And give a successful presentation!</p>	

Educational material "Practical Tips 3. How to write helpful notes for presentation" consists of 3 pages. Page 1: Answers Page 2: Questions Page 3: Good and Bad Notes
Please use the material in way that fits your club meeting program.

Practical Tips 3. How to write helpful notes for presentation

What are the notes for?		
<ul style="list-style-type: none"> · Notes help you when you cannot memorize your speech. · Notes help you when you forget your lines during presentation. 		
Points to notice	Bad example ⇒ Good notes	
1 Contents	<ul style="list-style-type: none"> × Write sentences × Write entire Presentation 	<ul style="list-style-type: none"> ○ Write key words. ○ Write only key points or the first sentence of each paragraph. (Avoid reading the entire presentation)
2 Size	<ul style="list-style-type: none"> × A4 × Large size paper 	<ul style="list-style-type: none"> ○ A6 or A5 at most ○ Small enough to hide in your palm (Large size paper may lower the value of your Presentation.)
3 Font	<ul style="list-style-type: none"> × Small size font × Running style letters × Without space 	<ul style="list-style-type: none"> ○ Large size (So you can read without bringing your face to the paper) ○ Block style letters on white paper ○ Enough space in between lines Separate each paragraph.
4 Paper	<ul style="list-style-type: none"> × Plain paper × Thin paper 	<ul style="list-style-type: none"> ○ Index card ○ Thick enough paper so it won't break or be Rolled up.
Easy to read notes		
5 Margins	<ul style="list-style-type: none"> × Fill the paper without margins makes it hard to read and hard to add words. ○ Leave enough margins to make it easy to read, and write additional thoughts later. 	
6 Underlines	<ul style="list-style-type: none"> × Too many underlines make the note ambiguous. ○ Underline only the parts you want to emphasize. 	
7 Marks	<ul style="list-style-type: none"> × Too many marks, too many colors, and using the same color as the font makes the note confusing. ○ Assign color to a particular function such as pausing or breaks. 	
Tips for practice		
8 Time management	<ul style="list-style-type: none"> × Your time is up but you don't know how to shorten your presentation. ○ Mark the section that can be skipped when necessary. × In the middle of the presentation you become nervous thinking you don't have enough time to finish. ○ Write down the estimated time to spend for each paragraph and planned elapsed time. 	
9 Order	<ul style="list-style-type: none"> × Order of the notes get messed up. Write order numbers on the back of the card. ○ Write the page number on the top right. You can quickly assemble the notes when you accidentally drop and scatter them. 	
10 Page turning	<ul style="list-style-type: none"> × Repeat the section even though you are using the notes. × Place the used notes back in the pile, then read the new card. ○ Place the used cards away from the unread pile to avoid reading the same card twice. 	
<p>Use the notes efficiently. Don't read the notes. Have good eye contact. And give a successful presentation!</p>		