



Guidelines for Using Note Cards

Each card is numbered so that if the speaker accidentally drops the cards, they can be put back into proper order very easily.

Cues remind the speaker to look at the audience and speak slowly during the introduction.

The speaker:

- Reminds herself to pause.
- Uses only a few key words to jog her memory.
- Reminds herself to display her visual aid.

1
Introduction EYE CONTACT SHOW
Do you have: Souvenirs? Knickknacks? Toys? Old Books?
Before you throw out... PAUSE
2
1952 Mickey mantle \$34,000
1936 Bluebird tabletop radio \$3,500
Glass or marble \$5,000
SHOW PAPERWEIGHT

Figure 11.4

Here is how Marcia Chang used note cards for her speech about collectibles. Only her first two cards, for point 1 of her introduction are shown.

Presenting your Speech

Planning your Speech

Topic Outline	Complete-Sentence Outline
Pre-employment Screening	Pre-employment Screening
I. Presenting self	I. Presenting yourself to a potential employer gives you a chance to highlight your qualifications for a job.
A. Job Interview	A. A job interview can show your enthusiasm and commitment.
B. Resume	B. A resume summarizes your experience, education, and skills.
II. Testing	II. Testing is used by employers to eliminate unqualified or high-risk applicants.
A. Skills Tests	A. Skills tests determine if you have the aptitudes and abilities needed for the job.
B. Physical Exams	B. Physical exams determine whether your health will allow you to fulfill the duties of the job.
C. Drug Tests	C. Drug tests screen for illegal substances such as cocaine and marijuana.

Figure 11.3

Some speakers use both forms of outlines: the topic outline for early drafts and the complete-sentence outline for refinements.