

Speaking Aids

Speaking aids are materials that you bring with you to help you stay on track during your speech, like notecards or prompts. These are made **after** you've gotten your speech set. They come in many forms and everyone has their own preferred method, so you may have to experiment to find yours.

Before you make your speaking aid, practice your speech a few times. Make note of where you get stuck, confused, or distracted. You can craft your aids to counteract any stumbling blocks.

For each step, select an option to make your speaking aid:

Step 1: Choose your structure

List	Graphic Organizer	Outline	Script
Points in order, but without subordination	A visual depiction, such as a Venn diagram or a flow chart	A subordinated list: including main points, subpoints, and details	The speech written out word for word

Step 2: Choose your level of detail

Type	Keywords	Phrases	Full Sentences
Description	One or two words to trigger your memory	Short phrases (3-5 words)	Complete sentences exactly how you want to deliver them
Pros	Allows for more flexibility and maximum audience contact	More support than keywords for jogging your memory	Allows for exact phrasing and can help you feel more prepared
Cons	Can confuse you if you haven't prepared and practice with them	Takes you away from the audience for longer periods	Limits your ability to engage with the audience, requires practice for natural delivery, easy to lose your place
Best Uses	Helping to jog your memory without disengaging from the audience too much	Specific numbers or short quotes that need to be conveyed exactly	Sentences that need to be said exactly, where the phrasing is vital

Step 3: Choose your medium

Type	Hardcopy	Digital
Description	Handwritten or printed	Pre-typed and styled
Examples	Notecards, notebooks, papers, etc.	PowerPoint, Keynote, teleprompter apps, etc.

Tips and Tricks

- Use large, clear font or handwriting so you can easily see your notes from a distance
- Only use one side of a note card or sheet of paper
- Number your cards so you don't lose your order
- Try color coding using highlighters or font colors to draw your eye to where you lose your place or want to emphasize a certain word
- Once you've practiced with your new aid, try putting a time stamp on each section to gauge how long you usually take, which will help you tell if you are keeping a good pace.
- Above all, remember to practice with your notes! This will make you more comfortable and confident during your presentation.

See us in the Learning Commons for help creating and using your speaking aids as well as all the other aspects of your presentation.

Best of luck with your presentation!

