



## **Tips for using limited speech notes.**

**There are many benefits to delivering speeches with limited notes.**

- It can increase immediacy with audiences.
- It encourages eye contact with the audience.
- It helps support effective nonverbal delivery.

Here are some strategies you can use to effectively craft these types of notes.

### **Ways to prepare to successfully deliver the speech:**

- Space out preparation time
- Choose a topic that is interesting and engaging to you
- Use notes for the terms that you are concerned that you will forget.
- Practice speech multiple times to help reduce speaking anxiety.
  - Practice the introduction more frequently than the full speech to help build confidence.

### **Prior to creating notecards or notes:**

- Clarify what the assignment expectations are – some instructors will include specific limits on the number of notecards allowed or words allowed on notecards.
- Utilize partial memorization techniques (practice delivering the speech at each step):
  - Start with a full sentence speech/preparation outline.
    - Then, develop a keyword, partial sentence outline.
      - Focus on the main points of the speech.
    - From there, develop a keyword outline with important phrases and keywords.
    - Outline could include:
      - Key authors and dates
      - Important terms from the speech

### **Keep in mind...**

- Your speech will be slightly different each time – it's OK.
- Everyone in the class is having the same experience – they want you to be successful too!
- Delivering a speech with limited notes is common in UWL classes and the professional environment.