

Name:

Block:

Date:

Flashcards For Presentations/Speeches

Why use flashcards?

not reading
word for word

easier to
interact with
the audience

presentation
sounds more
natural

easy to make
eye contact

important
points stand
out

move around
the room
freely

can include
cues, props
and
transitions

easy to
practice the
presentation

TIPS FOR WRITING FLASHCARDS

- Use only ONE card for each topic
- Write on ONE side only
- Write using a large font so it's easy to read
- Leave white space so important points stand out
- Write the topic on the top left corner
- Use colour to identify different important info
- Write the main heading in one colour
- Put details under the main heading in another colour
- Use bullet points instead of sentences
- Include prop cues (e.g. Show slide 1 of PowerPoint)
- Include cues to show when to move to the next topic
- Mark approximate timing on the cards

TIPS FOR ORGANIZING

- Number each card on the bottom right corner
- Put a hole on the top left corner
- Keep the cards together with a ring or string

Sample Flashcards

