

Tips for Writing Cue Cards

A. Cue cards are only meant to be used as a reference.

1. Don't re-write your entire speech on the cue cards.
2. Only use main ideas on your cue cards.
3. Write the main idea on the top of the cue card. Underneath the main idea, write three or four points that support the main idea.
4. Only use words or phrases for the points. Don't fill up the cue card with lots of sentences. This makes finding your place difficult.
5. Type/print large enough so you can easily read what you have written.

B. Only write on one side of the cue card.

1. Number your cue cards to help organize your speech.
2. Type/print your cue cards so that they are easy to read. Use large print.

C. When holding your cue cards, hold them loosely and comfortably in one hand.

1. Try not to hold them tightly or with both hands. That can make you look nervous.
2. When going through them, put the previous card to the back.
3. Try not to play with or drop your cue cards. If you do drop them, don't apologize. Just say "excuse me," fix them and continue speaking.

Example of cue card for self-introduction:

	No. _____
Vancouver; 3rd largest; province of BC	
Korea total 5 yrs ↔ love 5 more	
FF → kimchi chigae;	
when not on CPU → fitness center →	
lose weight	
Now you know...	Thank you!