



Wolverhampton Speakers Club

Section A Exercise 4 – Use of Notes

The speaker will deliver a well-structured speech using notes of their choice in an effective and unobtrusive manner

For This Exercise

- Suitable subject for the Exercise?
- Type of notes used?
 - Copy given to evaluator?
- Did the speaker read the notes?
 - Wholly?
 - In part?
- Dependency on notes?
- Were the notes obtrusive or distracting?
- Pause to scan notes?
- First sentence memorised?
- Last sentence memorised?

General Techniques

Construction	Voice
<ul style="list-style-type: none"> • Easy to follow? • Clear Beginning/Middle/End structure? • Does speech need signposting Y/N? • If so, is there clear signposting? • Powerful opening? • Powerful ending? 	<ul style="list-style-type: none"> • Clarity? • Pronunciation? • Varied pitch and volume? • Varied pace? • Correct use of pauses? • Not tailing off?
Notes	General
<ul style="list-style-type: none"> • Were notes used? • Did the speaker read the notes? • Were the notes obtrusive or distracting? • Pause to scan notes? • First sentence memorised? • Last sentence memorised? 	<ul style="list-style-type: none"> • Suitable subject? • Stance? • Gestures? • Mannerisms? • Use of language? • Audience rapport?

Techniques From Previous Exercises

<ul style="list-style-type: none"> • Speech construction? 	
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Possible Recommendations

- Move on to next Exercise
- Repeat Exercise with same speech
- Repeat Exercise with a new speech