

# Young Markets

## Presentation Tips & Tricks Using Cue Cards

*Effective Presentations*

No. 4 in a series of 6

Title e.g.. Confidence Cards	1
Opening phrase	
Point 1	
Point 2	
Figures: a 5" x 3" card = 13cm x 8cm	
"Quotations"	
Next point →	

1. Use 5" x 3" index cards.
2. Always number them top right.
3. Put the title at the top.
4. Write the opening phrase under the title.
5. List trigger words for main points (usually 3 or 5).
6. Add any important numbers.
7. Write down any quotations.
8. Always write on one side only, in block capitals.
9. Put your next point in the bottom right corner of the card.
10. Provide a card for your host which contains how you would like to be introduced.



For more hints tips and advice on effective business presentations and our ebook "A to Z of Effective Business Presentations" go to [www.businesspresentation.biz](http://www.businesspresentation.biz)

**Remember:**

**Don't be afraid to use cue cards, it shows you care**

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