

# STRATEGY MENU FOR NOTE-TAKING

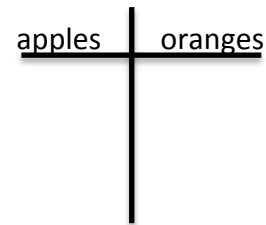
## Summary

Capture the central idea of a section of text in a few sentences.

Golden Retrievers are great pets for three reasons. First, they are loyal. Second, they are easy to train. Third, they are great with kids.

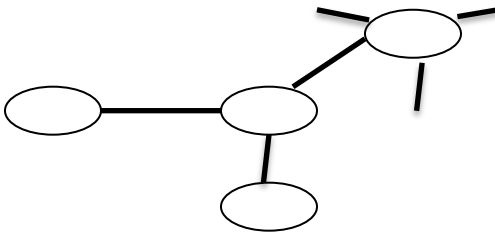
## T-Chart

Make a t-chart to compare two things.



## Web

Create a web to group ideas and facts and show how the different pieces connect to each other.



## Timeline

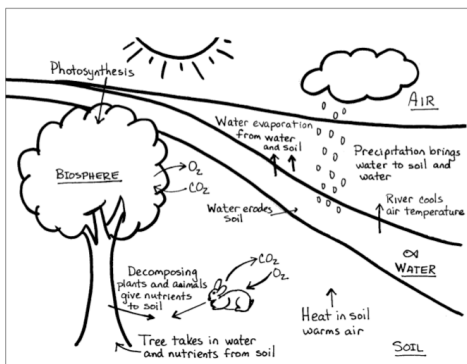
Create a timeline to keep dates, events, and facts in order.

1818      1825      1832

---

## Drawing with Labels

Create a drawing to represent information.



## Bulleted or Numbered List

Make a list to record multiple examples or details related to one idea.

- Body Language and Oral Presentations Traditional Format
- I. BODY LANGUAGE (conveys your state of mind)
- A. Movement
1. Strive for natural movement.
  2. Control distracting movements (pointing, fidgeting).
  3. Develop natural style.
    - (a) Move forward to stress points.
    - (b) Step back and focus attention on screen (never put them down).
  4. Hold objects so audience can see them (never put them down).
  5. Avoid excessive and uncontrolled movement.
- B. Facial Expressions
1. Smile.
  2. Appear relaxed and friendly.
- C. Gestures
1. Use natural gestures to emphasize what you're saying.
  2. Integrate and coordinate gestures with text.
  3. Examples:
    - (a) number of fingers = number discussed.
    - (b) sizes, shapes - tall, short.
  4. Use gestures to help pace yourself.
  5. Use gestures based on audience size.
- D. Posture
1. Practice good posture.
  2. Don't prop up against wall or desk.
  3. Don't sit unless it's part of presentation.