

Some notes on Notes

- Should be typed
- Should be visual
- Can have boxes to fill in with "answers"
- Can be useful as a prompt for you.
- When should they be given out.....??

Advantages

Disadvantages

Before

<ul style="list-style-type: none"> α Gives them an agenda α They can write their own comments on the notes α Make them very brief, or with gaps, to prevent reading ahead α Can be pre-bound, which looks professional α With a large audience they can take them on entering the room, or find them on their seats 	<ul style="list-style-type: none"> ⊗ You can't miss out topics or diverge from the planned path (unless you say "All the details are in the pack, and I'll just be presenting the key points") ⊗ The audience will read ahead instead of listening to you (although you can try telling them not to!)
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During

<ul style="list-style-type: none"> α Psychological gift α You can improvise - add extra topics or miss sections out α Gives them a moment to reflect 	<ul style="list-style-type: none"> ⊗ If the group is more than 25, or the room is theatre style, it will take too long ⊗ Interrupts the flow
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After

<ul style="list-style-type: none"> α Can be pre-bound, which looks professional α With a large audience: they can take them from a pile as they leave the room 	<ul style="list-style-type: none"> ⊗ They don't know what they are going to get in the notes - so they may duplicate the notes, or miss noting some important points. ⊗ They can't write on the notes as they go along ⊗ Will they ever read them again?
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