



No.9: How to use prompting

Prompting is a very useful tool but not everyone likes to use it. Try it out and see if it helps you, and if you like the certainty it brings (you'll never forget your words!), then here are a few simple tips on how to make the most of the technology.

- Start with a full script that has been written for the spoken word, not to be read.
- Use two screens when you are based at a lectern. If you are one of several speakers that day, then the screens should be on motorised 'rise and falls'.
- If you want to walk around, use large plasma screens. These should be positioned as close to your eye line with the audience as possible.
- Make sure you learn your script. The more familiar you are with it, the better your presentation will be.
- Rehearse your presentation a couple of times with your script on the prompting system. When it's transferred, your script will, at first, look totally alien. The physical layout of the text will be very different and the words will be white on black.
- You control the speed of the words going through on the screens. The prompting operator is following you, you must control the pace!
- Try and add emphasis. Highlight key words on the screen so that you know where you need to deliver with emphasis. Also add in dots when you want to be reminded to pause.
- Think about the audience that's between the glass screens or to each side. Present to them too.
- The most common error when using prompting is to forget about facial expressions, so make sure your face is animated and alive to the script.
- Still use gestures and think about how you are standing and what your body language is saying. Be yourself, be energised and enjoy the experience.