



Colleen Kettenhofen

International Speaker, Trainer, Author

1-800-323-0683
www.ColleenSpeaks.com

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Handouts: 2 Time Tested Techniques

written by Colleen Kettenhofen

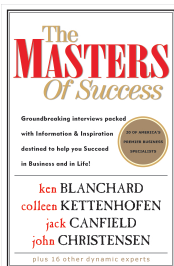
Colleen Kettenhofen is a Portland, Oregon-based international speaker, author and trainer specializing in improving communication skills, presentation skills, public speaking, conflict management, motivation and success, leadership development, team building, diversity, management skills, wellness and life balance. For more articles related to presentation skills and public speaking, see her **FREE** articles page at www.ColleenSpeaks.com.

1. Your handouts should correspond with the sequence of the presentation. They should contain succinct phrases and possibly fill-in-the-blanks as opposed to sentences. Fill-in-the-blanks are quite useful in keeping your audience focused because it involves "doing" something. Writing involves their musculature. By writing information down it prints it indelibly in the subconscious of their minds. It also adds variety to your presentation. You aren't just a talking head. Handouts improve understanding of your message and add credibility provided they look professional.

2. Your handouts should appear clean, clear, and easy to read. Use a larger text font such as 24 point for headlines, subheads at 16 to 18, and text font around 12 or 14. Handouts also enhance your actual presentation skills as they're the equivalent of a "cheat sheet" when you want to quickly glance at your main points. Distribute them either way ahead of the presentation, or at the very end. If you distribute them minutes before you begin speaking, your audience will be more focused on the handouts than on your message.

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Please let us know if you would like Colleen to customize an article for your organization. You are **FREE** to reprint or repost this article provided Colleen's name and contact information are provided at the end of the article. Colleen Kettenhofen is a Portland, Oregon-based international speaker, author and trainer specializing in improving communication skills, presentation skills, public speaking, conflict management, motivation and success, leadership development, team building, diversity, management skills, wellness and life balance. She can be reached toll free at 1-800-323-0683, or locally 971-212-2412. www.ColleenSpeaks.com colleen@colleenspeaks.com Please let us know how you plan to use this article or send an electronic tear sheet. Colleen is available for keynotes, breakout sessions and seminars.



Colleen Kettenhofen

International speaker, author and motivator is to be featured in a new book called

The Masters of Success.

It features **Kettenhofen** along with best selling authors **Ken Blanchard** (*One Minute Manager*) and **Jack Canfield** (*Chicken Soup for the Soul*).

Each of these well-known speakers and authors share their strategies for success in frank and intimate interviews.

Call today & make **Colleen Kettenhofen** your next keynote, breakout session or seminar speaker!

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Colleen specializes in:

- communication
- presentation skills
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- management skills

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