



By Minoo Jokhi

Learn How To Remember Speeches, Presentations & Proverbs With Ease

The very renowned American writer, Benjamin Franklin, had truly said: "Tell me and I forget. Teach me and I remember. Involve me and I learn."

To learn speeches and scripts is indeed very important as it can very embarrassing when an individual forgets a speech.

Memorizing a presentation can become a real challenging task, but if you do it right it can do wonders for your confidence. As it is rightly said: "Confidence is the most beautiful thing you can possess."

Method of Loci

Our brains have to be trained to remember important information and data more effectively. When you associate ideas with specific locations, they become easier to memorize.

Have you ever wonder how the Greeks or the Romans managed to give amazing long and detailed speeches, which had sophisticated language and so many facts and data. They used an ancient memory technique called the Method of Loci, which is also called the 'Memory Palace' method. This technique involves associating words and ideas with spaces.

Let's look at an example to help you understand better: Rahul works for a telecom company and he wants to memorize a presentation about the latest mobile Smartphone his company has launched. To remember the main points of the presentation, Rahul builds a 'Memory Palace' (like one would build a house) where each room is associated with a section of the presentation.

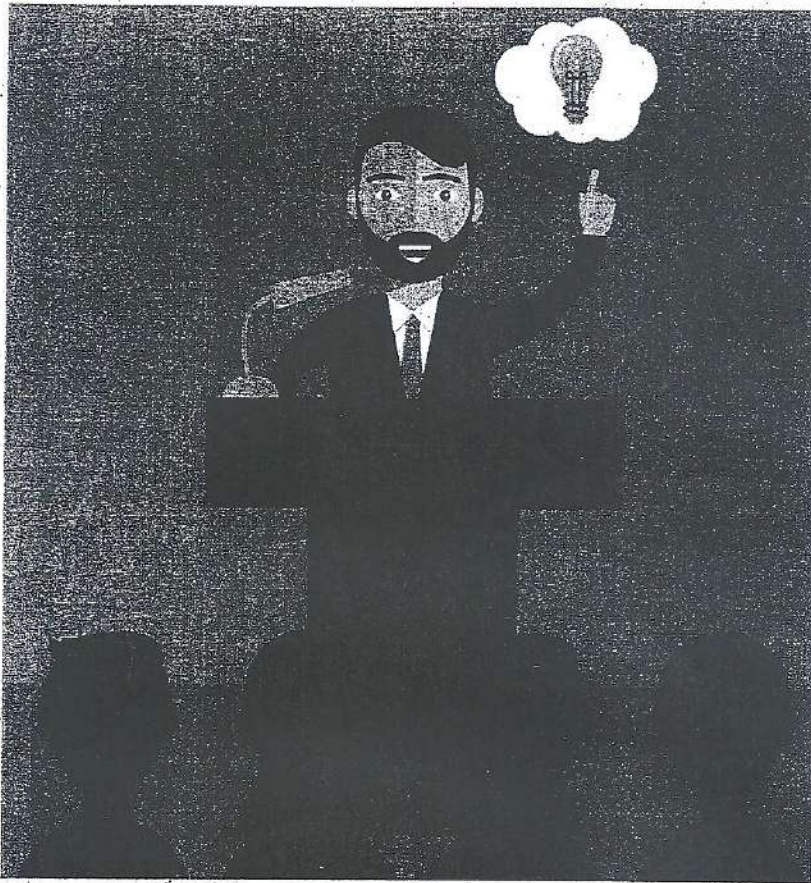
Bedroom: Associated with "Battery" because he recharges his energy when he sleeps.

Work Area: Associated with "Camera" because his remote work involves video conferencing.

Kitchen: Associated with "Speed" because this is the back-end where things are made.

Living Room: Associated with "Display" because this is where he watches world news on a big screen television.

A 'Memory Palace' doesn't need to be a real



place. It can be a series of fictional spaces linked together in your mind where you go to retrieve stored information. An individual can build his or her own 'Memory Palace' for a presentation by following some simple steps, which are as follows:

Step 1: Think of a location. This could be a real place, like your own office or residence, or a fictional location, such as a luxury location.

Step 2: Set a proper thought process to walk through in your mind. It is very important to understand the beginning, middle and the end of the route you are taking as you mentally walk through the location.

Step 3: Make associations between the features and your presentation. Relate specific parts of your presentation with the items and features identified in the previous step and build powerful visual associations.

Step 4: Practice walking through the thought process many times. This will help you familiarize yourself with your 'Memory Palace' and enable you to retrieve memorized information faster during your actual presentation.

information faster during your actual presentation.

Learn To Memorize

Let us see how to memorize a speech you need to make with ease. Firstly, read it carefully and get the gist of it. After this, pick the 'Key Words' for each thought and then make a 'link' to memorize them and keep on practicing. An individual mustn't associate all that is there to be read but only the salient points.

The method of using key words can also be used for remembering lyrics and various scripts and even proverbs. You might have to go through them often, but eventually it will be a smooth way of learning. Take one word from the script, choose a punch line and the whole chapter will be easy to learn.

One can also use 'Mind Maps' to remember speeches, write-ups, scripts and proverbs. Mind Maps help you better understand the connections and transitions between points, as our brains are able to form associations between ideas and a Mind Map's visual elements, Mind Maps also

imprint the shape of the Mind Map in your brain — shapes are much easier to remember than traditional notes or a long list of words. Mind Maps are especially useful for memorizing boring or dry information by transforming it into colorful shapes and drawings.

Another way to remember better is to read the information loudly. This happens because the reader is engaging in two personal acts: using their motor speech skills and self-referential information. When information gets personal, it automatically becomes easier to remember.

Rehearsing out aloud is also a great way to make sense of your presentation content. The thing you want to learn may seem logical and clear in our minds but when we say those out loud, the concepts are all over the place. And it helps tremendously.

Ten Vital Tips

Vital tips to remember your speech or presentation include:

- 1) Write it down.
- 2) Practice your speech with the script you wrote.
- 3) Link the speech paragraphs; learning by heart

doesn't help that much.

4) See the speech big parts first; then also see the smaller parts.

5) Make bullet points; they can make things easier.

6) Rehearse many times and become familiar with the presentation.

7) Be sure of all facts and figures you quote.

8) Try to practice before the mirror.

9) Remember the 666 Rule: 6 words per bullet, 6 bullets per image, 6 word slides in a row.

10) Don't get disheartened when you make mistakes; learn from them and make a great presentation or speech.

You don't need to write everything down. Focus on jotting down the headings of the different sections and short bullets of what you're going to talk about under each section. Then prioritize the points by importance. This will help you focus on memorizing the important information first. You'll also be able to allocate the right amount of time to each point.

A person can also make a video of self presenting. Not only can this be used for memorization, but can also help in improving the body language during the presentation.

At times whilst preparing for a big presentation or speech if you feel exhausted you can sleep for a bit; take small naps and feel rejuvenated. The sleep will take the pressure off and you will be fresh and active to perform well.

Also you can go for a brisk walk, practice yoga, do jogging or do anything that gets your heart pumping as exercise enhances memory function ability.

Lastly, a proven way to memorize your presentation is to use the 20-20-20 rule of rehearsal. Reviewing your presentation material for 20 minutes and then rehearsing it twice for 20 minutes each at a stretch, will help you remember the content better. Also, if the subject is not repeated within 30 minutes, it is not part of your long-term memory. So practice and repeat a few times till you are sure you know the flow!

• Minoo Jokhi is a Mathematician cum Memory Development Trainer. His website is: www.minoojokhi.in