



Recall Devices

1. **Alphabetical List** - Order a set of words or sentences in alphabetical order,
2. **Mnemonic Device** - Memory devices used to help us remember larger block of information.
 1. ROY G BIV (red, orange, yellow, green, blue purple)
 2. Every Good Boy Does Fine (Notes on the treble staff - EGDBF)
3. **Acronym** - Use the first letter of a list to create a word to memorize. LeaderSHIFT (see, have, integrity, feedback, teamwork).
4. **Room-by-Room** - Go through a list of words or concepts needing memorization, and associate each word with a room in your house. Mentally “walk” through the rooms to help recall the information.
5. **Movement & Gestures** - Connect a word to an arm movement or a step left or right.
6. **Create an Image** - Connect a vivid image to a word or set of words. Picturing a flying black BAT helps doctors remember the 3 depressant drugs (Barbituates, Alcohol and Tranquilizers).



Voice Tools

1. **Inflection** - the change in pitch or emphasis you place on words or syllables
2. **Duration** - the amount of time you take to say a word. You can change the meaning and importance of words by saying them quickly or drawing them out.
3. **Pauses** - periods of silence between words and phrases. Their function is to separate ideas and hold attention.
4. **Volume** - raising or lowering your voice for emphasis and audience attention.
5. **Emotion & Expression** - expressing emotion and personality through your voice. Avoiding sounding monotone or unemotional.
6. **Overall Speed** - the amount of time you take to say sentences and longer points. Make sure the speed reflects the intensity of the topic. Slower usually means you want the audience to really digest what you are saying. Faster adds variety and attention.