



# The Speech Clinic®

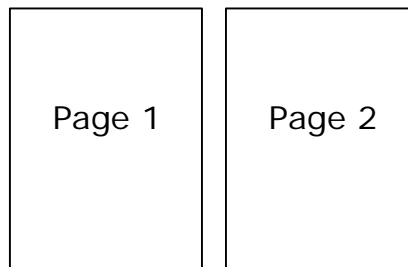


## ***Speaking Tips No 9*** 050424

### **How to handle a long manuscript**

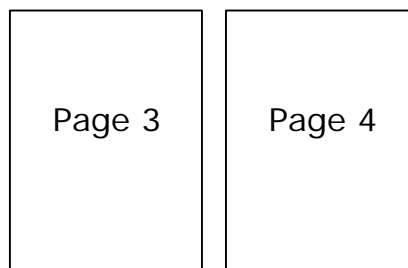
1.

Don't start by putting up one pile with the first page on top. Put pages 1 and 2 next to each other.



2.

When you are through with pages 1 and 2 you should not move only page 2 to the left pile but both pages 2 and 3 so that they open up as below making both the two new pages visible. Page 3 lands on top of page 2 which you have already used. After that you continue in the same way by moving over two pages at a time!



This may seem obvious and trivial but surprisingly many haven't discovered this and they therefore keep rustling with their manuscripts unnecessarily much and often.

**You are welcome to tell colleagues and friends to register for Speaking Tips!**

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