



The Speech Clinic®

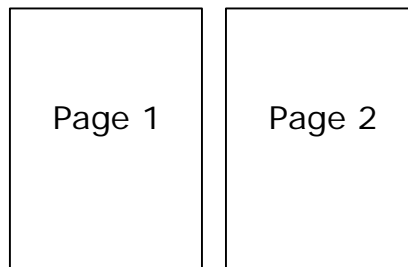


Speaking Tips No 9 050424

How to handle a long manuscript

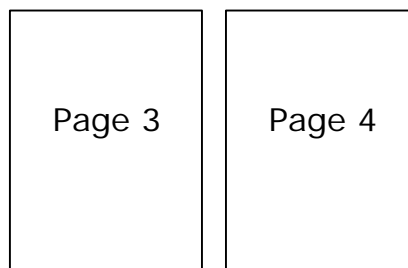
1.

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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