# A Simple System to Streamline Your Full Text Speech

Four score and seven years ago, speakers wrote their remarks in longhand. Today you have numerous advantages to help format the text of your remarks when deciding to deliver a full text speech.

These ideas can make your script easier to follow in front of any audience, whether you are presenting in person or via video:

- ✓ Move in your left and right margins. This makes it easier to follow since the eye does not need to scan back and forth across the entire page. It also helps with the illusion of eye contact, especially when dealing with remote audiences.

- ✓ Use a larger font than normal to follow your text more easily.

- ✓ Give each sentence its own paragraph for two reasons. One, it breaks up the text on the page, making it easier to scan. Two, it alerts you to long, run-on sentences that can be a problem when presenting your speech.

- ✓ Insert section headers as a reminder when a shift in topic is imminent.

- ✓ When working with a hard copy, leave the bottom third of each page blank. That way, your eyes don't need to scan so far down the page, facilitating better eye contact with your audience.

- ✓ Include page numbers on every sheet to keep your pages in order.

You may find this format works for you or you may decide some adjustments better suit your needs. That's fine. There is no single right way to format your script. For instance, some people with vision difficulties might prefer a much larger font. The important thing is to devise a means that maximizes your ability to deliver a powerful speech. Find the system that is most comfortable for you.
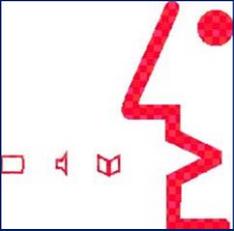
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(703) 533-0403

www.barkscomm.com