

Preparing a Manuscript the Professional Way

- Use outlines instead of written text, whenever possible.
- Speak in oral, not written, English.
- Type your notes on 8-1/2 x11 sheets of paper.
- Encase the pages in non-glare sheet protectors with black sheets behind each one.
- Use 16 to 18-point type (Bookman preferred) in serified, upper-lower case.
- Double-space your notes.
- Position your notes as high as possible on the lectern.
- Stand back from the lectern, or hold your notes out far enough, so that you can look at your notes without lowering your head.
- Slide one sheet over the other as you speak.
- Have your notes go no lower on the page than

THIS!
