

- *Security*

When you improvise from an outline that just tells you where you're going, you actually make your job easier. It's much more secure to work from notes because your brain is alive right then, thinking of what you're saying and where you're going next. Therefore, backtracking, rerouting, changing your mind, explaining in a new way are easy.

Most lay people are simply not good enough actors to make a written speech sound fresh and new. Your audience is in a much more passive mode.

Effective speeches, providing good contact with your audience and making your personal presence felt, should be extemporaneous—from an outline and notes. Then your speech is really *you*. It sounds, looks, and feels more *natural* to you and your audience.

### For Addicted Speech Writers

I know, I know. I hear you saying, "Yeah, *natural*. . . and *rambling*, and *fumbling*, and not very *articulate*!"

But that's about concentration and ways to organize thinking: things you can learn to do with much greater rewards than the security blanket a written speech offers you.

So, to all of you addicted speech writers: Try it. Begin to experiment with freeing yourself by delivering a message from notes in a small presentation. Let the same head that puts all those words on paper, privately, manufacture them right there before your audience's eyes and ears. Those words *are* yours! You *do* know your subject matter! The words *will* be there when you need them, stimulated by the actual performance setting. // you have good, usable notes . . .

### For Extemporizers

To those of you who do speak from notes, hooray! You're on your way. Let me help you with some more effective systems for writing your notes.

So let's find out how to write *usable* notes that will give you a base from which to improvise—notes so eloquent they virtually compel you to move to the next step and show you how to deliver your next thought.