

Well—that's it: Ideas to help you begin to develop personal style and use words well. The rest will come with practice, some of which you might do with a videotape recorder to see yourself as others see you. After you get up off the floor, vowing to lose twenty pounds and have your nose fixed at once, you can develop some good insights about how you come across, what works and what doesn't, and what you'd like to concentrate on.

## A POSTSCRIPT

### The Never-Make-a-Speech-Without-It Checklist

Now that you're the ultimate perfect speaker with the ultimate perfect speech, there's only one set of obstacles. Here's what to do, *in advance*, to be sure that you stay in control of the details as well as the content of your speech giving:

Visit the room yourself, with this list in hand. If you can't, at least use these guidelines in your discussion with the hosts to be sure you don't leave anything to chance, and do write a follow-up note.

#### 1. *Microphone and acoustics*

Request a lavalier (around the neck) or lapel (clip-on) mike. Do *not* get stuck with a standing or permanently fixed mike which makes your head movements rigid as you strain to talk into one spot.

#### 2. *Stage*

If you must be on a stage, choose where you'll stand. One side or the other is more informal. Be sure you are on a raised platform in a large room or the audience will have trouble focusing and concentrating on you.

#### 3. *Lectern*

Once you get free of its tyranny by requesting a movable mike, attached to *you*, not to it, you *can* use it to rest your notes. I prefer to ask for a 4-foot table (readily available in all hotels) to be placed on the stage. I put my notes on it, lean against it, sometimes even sit on a corner of it. It's a much more flexible, informal piece of furniture, allowing you more leeway in moving around and relating to it and to your audience. A corner of a desk or table in an office meeting room does the same thing.