

surreptitious little peek looks so phony, as though you think we don't see that you really have notes. We see you and we know it!

We, as audience, give any speaker permission to bring and use notes. We *want* you to be prepared! But full-length pages are the way to go because they can give you both an instant overview and a sense of continuity. You can write much more on a page and it can tell you not only where you are but what's coming up next.

Short Words

The hardest thing to do is to reduce the phrases and ideas to a form short enough to be useful as speech notes. The essential problem with writing actual sentences that use pronouns, prepositions, and adjectives is that the mind is automatically put in a reading mode—moving the eyes to the right *horizontally* to get the whole idea. That stops you and interrupts the desired springboard effect notes should have—the *vertical* process of "Look down; get the idea; bounce your eyes up; make audience contact; talk."

Don't Lose Eye Contact

Since the human eye can grab three long or four short words at a time without needing to move to the right to read them, use only essential, descriptive words with one, two, no more than three words on a line. Seeing more than that throws you into a horizontal reading mode, stopping your "see-think-talk" process.

New Symbols

When you use an abbreviated outline form as a springboard for oral presentations, you need a series of symbols or signals to tell you *in advance* what's coming and how to deliver it. You need to know that the *next* thought is important, that the list of words you see will culminate in a major statement, or that in the upcoming section you must shift gears and change the mood from a cool, logical one to a softer, more intimate and personal one. You need to give yourself a hint about what each section is about.

Example: Here's a visual outline of the above paragraph, designed for *talking* notes. See how I've adapted the material into symbols and a kind of shorthand.