

hearers. I am rather strong on the thematic outline and some examples will be shown in our following sessions.

6. Program your time.

If you have twenty minutes, plan your time so as to adequately cover your material. There is very little excuse for the statement, "If we had more time." The fact behind that will always be true but the application of it by most speakers is simply an admission that they did not program the time.

7. Keep an eye on the audience

Treat them personally in a friendly way. Eye contact is vital for their understanding and for your comprehension of their needs and interests.

8. Have a planned conclusion.

Don't just run out of time and stop. Have a conclusion planned to complete the things intended in the introduction.

9. Show an enthusiasm for the work of God and the opportunity He has afforded you for this occasion.

10. And last, but not least, keep an eye on your health.

Some aspects are beyond us but others are in our general control. Try to avoid fatigue and be fresh for every occasion. And don't be nervous (although I am always nervous!) but if you are, try not to make the audience nervous. I will elaborate on this.

F. These are the first steps. They may seem too simply or obvious and we cannot major on every point. But each item is important and needed for your complete preparation.