

following depending on what is thought to be needed. If the speaker needs nothing, that is all right but there is no special credit in heaven, I think, for speaking without notes.

- (1) a manuscript...fully written
- (2) a key word outline
- (3) a modified outline giving key thoughts

The important thing is to have the message in mind...to have it as a part of you...to know it empirically and to be ready to share it enthusiastically.

5. There are some things one should remember for delivery and while I cannot deal with them at length, the ones most needful are these:

- a. Speaking up with variety in volume, pitch, and rate. Don't lean on the loudspeaking system...it will help the overall volume but it will not break monotony in your voice unless some amateur person is on the controls.
- b. Maintain good eye contact with the audience. Almost no one is happy when people do not look at them when they talk to them
- c. Hold a reasonable posture with natural gestures.
- d. Avoid tangents when one just takes off somewhere...stick to your material and be consistent in treatment.
- e. Don't make unnecessary apologies...they produce a lack of confidence in your audience and suggest an unforced and unneeded humility.
- f. Be exact with the clock...don't say things like....."just another minute and we will be through.", etc. And don't blame the Holy Spirit for your lack of discipline in the matter of time. I really feel keen on this!
- g. And remember that you are a servant...of God and of His people and have a committed responsibility to make your message clear and to leave the advancement of it with Him.

6. And here, in a very friendly way, is the mention of some of your problems...and of course some of us don't have them, some of us have more, but these are problematic areas that can be improved by your discipline:

- a. Poor use of time