

HOW TO PRACTICE YOUR SPEECH

1. First, read the outline silently from beginning to end. Read it slowly, feeling your way along, but do not backtrack even once, for backtracking breaks the process of fixing the total sequence.
2. Next, read the outline aloud, thinking about its meaning, but again without any backtracking.
3. Now put the outline aside and rehearse the speech aloud, still without backtracking. If you forget parts of the speech, go right on, don't check the outline, and don't backtrack. You are trying to fix the total thought pattern in your mind, so don't get entangled in details.
4. Study the outline again and note any places where you may have skipped parts of the speech, or mixed up the sequence. Patch up these places mentally, and then read the outline through again aloud, slowly and thoughtfully, but still without backtracking.
5. Put the outline aside once again and rehearse the speech aloud from start to finish, without backtracking.
6. Now, rehearse the speech formally from five to ten times, aloud, on your feet, and in a large room before another person or in front of a mirror.

SIX STEPS TO LISTENING EFFICIENTLY

1. Get Set to Listen.
2. Switch Off "Emotional Filters."
3. Start Listening With the First Sentence.
4. Find the Central Idea.
5. Link Up the Chief Supporting Ideas.
6. Review and Project While You Listen.