



Zig-zag manuscript

<p>This column highlights the point of the section written in the right-hand column.</p>	<p>Write the text here. Each section of your talk should be written in full, using the exact words that you will use when giving the talk. Use <u>underlining</u> or bold to quickly find numbers, facts, names or important wording.</p>
<p>Zig-zag your way through the talk</p>	<p>Sections that are easy to remember can be spoken freely by looking at the point. Sections that are more difficult to remember can be read aloud.</p>
<p>The zig-zag manuscript gives you both security and freedom</p>	<p>Writing a full manuscript gives the speaker a sense of security and confidence. But at the same time, it offers the freedom of a keyword manuscript, and this benefits the speaker's contact with the audience.</p>
<p>One section – one point</p>	<p>The sections will vary in length. The key principle is that each section has one point. If there are two points, there are two sections.</p>
<p>A point is not a heading</p>	<p>A point is not the same as a heading. Headings are general. "Cleaning up in the canteen" could be a heading of a written text. The heading says something general about the content of the section. However, in an oral context, headings are too general for the speaker to quickly get the gist and decide whether he or she can talk freely or has to use the manuscript. Points should be specific. "When students don't clean up after themselves in the canteen, it can be harmful to their health".</p>

