

Manuscript Speaking

Manuscript Speaking is a written text read to an audience from a paper script or teleprompter. This method involves reading a speech verbatim and is typically used when there is a time constraint or the speech will be telecast.

How can you make a manuscript presentation a success?

1. Use large print so that it will be easy to read your speech without straining your eyes
2. Use light pastel paper for your speech rather than white paper to reduce the glare from the lights
3. Double or triple space your speech
4. Mark pauses with a slash
5. Highlight what you want to emphasize in your speech
6. Create a full sentence outline to help keep you on track when reading from your paper
7. PRACTICE, PRACTICE, PRACTICE!!!!

You may be wondering why you have to practice a speech that you will be reading. Although you will be reading from your paper or from a full sentence outline, you want what you read to sound as natural and original as possible. If you practice enough you will be more comfortable with what you read and therefore you will be able to focus more of your attention on your audience.

What are the advantages of manuscript speaking?

- Precise wording can be planned
- Timing of the speech can be down to seconds

What are some disadvantages of manuscript speaking?

- Most people do not read well enough to read an entire speech to an audience
- The natural, relaxed, enthusiastic, and direct qualities of delivery are all limited by this method
- Most people will not practice enough because they tend to assume that reading a paper verbatim does not require practicing beforehand

Probable Uses:

- When the speaker must convey a precise message
- When the speaker wants to communicate exact descriptions and directions so as not to be misquoted or misconstrued (politicians or business leaders)
- During emergency situations when exact descriptions and directions are necessary
- When the speaker is accepting an award