Manuscript Delivery

Perhaps you have written a terrific piece of poetry, prose, or non-fiction essay. Or maybe you are delivering a eulogy, graduation speech, or other commemoration. Many times this type of presentation will call for a manuscript style delivery. This means that you will have the whole speech in front of you and deliver it word-for-word as you have written it. There are a few things to keep in mind when preparing for this kind of presentation.

- **Limit the material.** You need to know how much time you have to complete the reading and edit your writing down to meet the time limit. This can be hard work because you feel that all of your writing is worthwhile, but you will have a stronger presentation if you limit yourself to the minimum time limit. Try to find the most important part and the section of the writing that might resonate with that particular audience. You might also make sure that you choose a section that you are comfortable reading.

- **Know the material.** The first step to preparing for the reading is to know the material. Once you have edited down the content and are sure that you meet the time limits, read over the piece several times. It’s best to almost memorize the material so that when you look up at your audience, you are able to find your place again when you look back at your manuscript.

- **Think about the meaning of the words.** Go through each sentence and think about what message you are trying to convey. Underline the key word(s) in each sentence and think about ways to emphasize the word(s) when reading the passage.

- **Make sure that your delivery is believable.** Sometimes we make the mistake of thinking that we need to take on a different speaking style when we are reading to an audience. This is not true. It’s more important that your reading is believable to the audience and that you are comfortable with the style that you have chosen. Subtle voice changes are sometimes more effective for this type of presentation.

- **Contrast is important.** Think about varying your volume, rate, tone, and gestures at different points of the reading. Avoid monotone delivery.

- **Make sure the manuscript is readable.** Double space the manuscript and use font size 14 so that you can easily read the material. Include page numbers so that you can quickly get your pages back in order if you drop them or accidentally mix up or skip pages.

- **Mark up your manuscript.** Add notations—“slow down,” “pause,” “look up,” underline key words, etc.—to give yourself reminders about delivery. Having trouble with a word? Include a note about pronunciation. You can even include notations about time, indicating where you should be at each minute marker.
Think about the basics of delivery. Make sure that you can be heard by everyone in the audience, that you are speaking slowly enough that the audience can follow you:

- (but not too slowly), that you enunciate, that you have quality eye contact with your audience, and that your gestures don’t distract from the reading.
  - Think about increasing your energy level when speaking—this will boost your volume, make you appear more confident, and hold your audience’s interest for a longer period of time.
  - Memorize the first few words of a new page so that you don’t need to pause when transitioning to the new page.
  - Try to make the page transition as subtle as possible.
  - Use the fingertips of one hand to mark your place on the manuscript. This allows you to have better eye contact without losing your place.

- Practice, practice, practice. Start by working on your own, timing yourself each time that you read. Next, recruit an audience—friends, family, or peer-tutors—to listen to the reading. Make sure that they are willing to give you valuable feedback. Finally, record yourself. Use a tape recorder or (better yet) camcorder to see how you sound/look.

- Nervous? Make sure that you are thoroughly prepared (that makes a huge difference with speech anxiety), have practiced several times, have used the Speaking Center, and have taken advice from the Speaking Center handout on speech anxiety (on the Speaking Center web site and available at the center).

Remember that we are happy to work with you on this type of presentation in the Speaking Center. Come in with initial thoughts and questions, bring in a copy of the manuscript to discuss, and/or come in to practice the presentation.