



How to get the most out of this book

Prepare to Speak was designed as a self-guided tutorial. You will complete each of the five-steps at your own pace. From start to finish, the entire tutorial takes users about one to two hours to complete. The most efficient way to learn the system is to block out a period of time to do an entire presentation in one sitting. Subsequent presentations can be prepared in as little as 15 minutes.

The *Prepare to Speak* system is based on a simple structure of five steps:

Step One: Presentation Analysis

Step Two: Funneling to Generate a Clear Theme

Step Three: Focus Statement

Step Four: Main Points

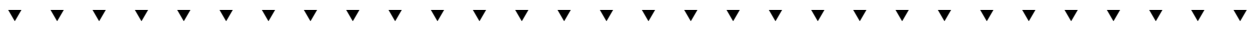
Step Five: Speaker's Map

Each step requires the completion of a corresponding worksheet. Copies of each worksheet are found in the back of the book and on the enclosed CD-ROM. Before beginning a new presentation, make sure you have copies of all the worksheets ready to be filled out.

If you are a *first-time user*, take the time to read each page of the book, including the example and sidebars:

- The main text of the book will provide you with step-by-step instruction for completion each worksheet.
- The sample is designed to show you how another user is completing the process at the same time.
- Certain pages contain Self Check questions to ensure that you are progressing on the right track. The Self Checks will also contain hints and tips for organization and delivery of your presentation.
- A glossary of terms introduced in each step is provided at the beginning of each chapter. An additional full glossary is provided in the appendix.

If you are pressed for time or moderately familiar with the system, rely on the Self Checks and glossary found at the beginning of each step to help you



complete the presentation. All of the information you need can be found by using this quick preparation method. Should you feel that you are stumbling on a specific area, simply refer back to that section of the text until you are back on track.

If you are an experienced user, simply begin filling out the worksheets. Should you require any assistance, simply refer back to the appropriate section of the book.

To optimize the time you spend with this book, you will need:

- Pencil or pen
- Quiet space
- Sufficient time to work through the book
- Tape recorder (if available)

For most people, “sufficient time” to prepare an effective presentation is as follows:

First time through the book:	1-2 hours
Second time:	30-45 minutes
Third and subsequent times:	15-20 minutes

Hint: Regardless of your skill level, the most efficient way to use the *Prepare to Speak* system is to select one topic and carry it from Step One to Step Five. As you progress through the system, remember to complete each Worksheet entirely before proceeding to the next step. The Worksheets are your insurance policy, guaranteeing a clearly organized message every time.
