

## Speaking Public Merit Requirements

This merit, or the Communications merit, is required to earn the Gold Medal of Achievement.

Join a public speaking or debate team in your school and earn a certificate of participation for doing so

OR complete the following requirements.

1. Read one Bible Study Lesson approved by your commander to a group of Royal Rangers. You may choose the Bible Study Lesson from a Royal Rangers Curriculum book or you may develop your own Bible study.
2. Give a 2-minute impromptu talk to your Royal Rangers group on a topic selected by your commander.
3. List the five steps for speaking in public.
4. List the five parts of a presentation.
5. State ways to deal with the “butterflies”.
6. List the five important aspects of Public speaking.
7. What are the basic elements of a good presentation?
8. State seven different types of media that can be used while speaking in public.
9. Present a devotion (5 – 10 minutes) to your Royal Rangers group. It must NOT be read. You may choose the devotion from the Royal Rangers Curriculum book or you may develop your own devotion.
10. Plan and conduct a 10-minute demonstration (Program Feature) to your outpost on any topic related to Royal Rangers. Obtain approval on the topic of your demonstration from your commander before starting on your demonstration plan. Receive a minimum score of 70 points on the Speech Critique Sheet.

# Boy's Workbook

# Boy's Workbook

## Speaking Public Merit

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\_\_\_\_\_  
Commander's Initials      Date

OR complete the following requirements.

11. Read one Bible Study Lesson approved by your commander to a group of Royal Rangers. You may choose the Bible Study Lesson from a Royal Rangers Curriculum book or you may develop your own Bible study.

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Commander's Initials      Date

12. Give a 2-minute impromptu talk to your Royal Rangers group on a topic selected by your commander.

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Commander's Initials      Date

13. List the five steps for speaking in public.

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Commander's Initials      Date

14. List the five parts of a presentation.

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Commander's Initials

\_\_\_\_\_  
Date

15. State ways to deal with the "butterflies".

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_

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Commander's Initials

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Date

16. List the five important aspects of Public speaking.

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\_\_\_\_\_  
Commander's Initials

\_\_\_\_\_  
Date

17. What are the basic elements of a good presentation?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_

\_\_\_\_\_  
Commander's Initials

\_\_\_\_\_  
Date

18. State seven different types of media that can be used while speaking in public.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_

\_\_\_\_\_  
Commander's Initials

\_\_\_\_\_  
Date

19. Present a devotion (5 – 10 minutes) to your Royal Rangers group. It must NOT be read.  
You may choose the devotion from the Royal Rangers Curriculum book or you may develop your own devotion.

\_\_\_\_\_  
Commander's Initials

\_\_\_\_\_  
Date

20. Plan and conduct a 10-minute demonstration (Program Feature) to your outpost on any topic related to Royal Rangers. Obtain approval on the topic of your demonstration from your commander before starting on your demonstration plan. Receive a minimum score of 70 points on the Speech Critique Sheet.

\_\_\_\_\_  
Commander's Initials

\_\_\_\_\_  
Date

## Read A Bible Study Worksheet

1. Read one Bible Study lesson from the Royal Rangers Curriculum book, approved by your commander, to a group of Discovery or Adventure Rangers.

What is the purpose of this Bible Study?

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What will you say to get the Rangers' attention?

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What materials will be needed to complete the Bible Study?

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What will the Rangers' need to do during advancement time?

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Rehearse reading the Bible Study at least three times before the meeting. Read with confident fluency, varying the pitch of your voice, and varying the reading rate.

## Preparing a Devotion Worksheet

Title of devotion.

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What is the purpose of the devotion?

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How am I going to open my devotion to get everyone's attention?

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What is my statement of purpose?

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What is (are) the main point(s)?

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What examples, anecdotes, humor, statistics, quotes, etc., can I make to support my main point(s)?

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How can I summarize my main point(s) so that everyone will remember it?

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How will I close my devotion?

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## Ten Minute Demonstration Talk Worksheet

1. What skill will you be demonstrating?

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2. What will be your statement of purpose?

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3. How will I begin my demonstration to get the attention of my audience?

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4. What steps will I use when I demonstrate the skills I present?

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5. What other information will I include?

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What materials, tools, and objects will I need to show the skill I will demonstrate?

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6. How can I summarize briefly what I have said to make my audience remember the main points?

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7. How will I close my demonstration speech?

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On note cards write out how you plan to demonstrate your speech. Practice your speech so it does not go over the 10-minute limit. Go over your speech with a friend, your parents, and have them offer suggestions for improvement.

# Critique Sheet

Name: \_\_\_\_\_

A Speaker Should...	Excellent	Satisfactory	Needs Improvement
...have good eye contact.			
...be prepared and practice			
... speak loudly			
...speak clearly and smoothly			
...have a good facial expression			
...stand correctly			
...avoid distracting mannerisms			
...stay on the topic			
...give accurate information			
...use notecards only as an aid			
<b>Total check marks for each column</b>			
<b>(Max = 100) Point Subtotals</b>			

Point Subtotal - Excellent Column \_\_\_\_\_  
 “ “ - Satisfactory Column \_\_\_\_\_  
 “ “ - Needs Impr Column \_\_\_\_\_

**TOTAL POINTS** \_\_\_\_\_

No minimum score is required for Requirement #9. The critique sheet is only used to provide feedback.

A minimum score of 70 is needed on the critique sheet for the 10-20 minute demonstration in Requirement #10.

# Resource Materials

## Read a Bible Study - Example

### **Discovery Rangers - Bible Study: Genesis, Week 1**

What is the purpose of this Bible Study?

*The Discovery Rangers will be able to memorize what was created on each day of creation.*

What will you say to get the Rangers' attention?

*Who knows what God created on the 4<sup>th</sup> day of creation? Tonight I will read the Bible Study that will help you memorize what God created on each of the 6 days of creation.*

What materials will be needed to complete the Bible Study?

*Workbooks, pencils, pens, chalkboard or poster board.*

What will the Rangers' need to do during advancement time?

*The boys will be able to write down or tell the days of God's creation and memorize the scripture verse given for each.*

Rehearse reading the Bible Study at least three times before the meeting. Read with confident fluency, varying the pitch of your voice, and varying the reading rate.

## The Impromptu Speech

One of the most challenging types of speaking is the impromptu speech. You are asked to say something when you don't have anything planned.

1. Don't Panic.
2. Don't Apologize.
3. The audience doesn't expect a magnificent speech.
4. Act enthusiastic about having the opportunity to speak.
5. Stall for time to get your thoughts organized.
6. Use one of the following techniques to organize your thoughts:
  - a. Use the rule of "three": three things you remember about a person being honored at that meeting or three things you enjoyed on your last campout.
  - b. Use the past, present and future to help organize your thoughts. How the past commanders helped prepare you for leading a patrol, what you are currently doing with your patrol and how being a patrol guide will help you in the future.

Use who, what, why, when, and where (the five W's) to organize your thoughts.

Example: Because he trusted me to organize the games (why)  
Commander Smith (who) gave me the opportunity to lead the recreation  
(what) last spring (when) here in the outpost (where).

## List the five steps for speaking in public.

### 1. Assess the speaking situation

Whenever a speaker is planning for what he or she is going to say, they must consider the situation in which they will be speaking. Will it be formal, informal, professional, informational, or candid?

There are three types of speeches.

- **Informative:** The audience is typically learning about information that is new to them or something that they may only slightly be familiar with. It may be a briefing or it may be a full report. A briefing will typically cover major aspects of a concept, event or process. A report will contain more detailed information.

Examples: Steps of Salvation, How close is the nearest star, Procedures for ordering uniform items, Reporting the events that happened on a campout.

- **Persuasive:** This type of speech is typically used to change the audience's feelings or attitudes. It will use facts, evidence, examples and truths to try and convince the audience into accepting an idea or a concept. The persuasive is also used to motivate the audience towards a goal or to offer a proposition, used to explore whether or not an idea has value and is usually about a controversial subject.

Examples to use: Importance of wearing your uniform, Living by the Royal Rangers Code, Why you must always wear the color green.

- **Entertaining:** This type of speech is merely used to give the listeners an opportunity to just relax and enjoy hearing something funny. It should be interesting, funny, and it usually helps if the audience can relate to the situations being presented.

Other things that a speaker must consider might be where the speech is taking place. How long is it going to be? What type of equipment is needed? What time of the day, or what day of the week is the presentation going to be given?

### 2. Analyze the audience.

- The speaker must consider whether or not he is familiar with his audience. If so, the delivery will be a lot different than if he does not know the audience at all.
- The speaker must get the audience to view him as being a person who knows what he is saying and is qualified to speak about the presentation topic. This is called establishing credibility, and goes a long way towards getting the audience to pay attention to what you have to say.
- The audience must have a certain level of interest in the topic to be effective. If you know who your audience is going to be, then this might be an easy task. If not, the speaker will have to rely on feedback from the audience after he begins speaking. It is important to

determine how the audience is reacting to the presentation and how the presentation might have to be changed in response to how the audience reacts.

- Consider how much the audience might already know about the topic.
- Are the terms that you are using going to be familiar to the audience? Make sure your audience knows any acronyms that you use. Explain what an acronym is to the audience.
- What type of group are you speaking to? What is their age, gender, social status, level of education, occupation, religion, ethnic background

### **3. Research the topic**

Your level of knowledge of the topic will determine how much research time is required. Use as many different resources as you can to gather information and facts about your topic. Keep a fact sheet handy in case you forget certain numbers or information. Don't read from it, just glance at it as a reminder. Make sure that you don't exaggerate facts just to prove your point.

### **4. Organizing the speech outline and content.**

Write an outline that is designed for the specific audience you are going to be speaking to. Start out by determining what your main points will be. Limit your main points to five or less. The text in your outline, should contain short sentences that are 20 words or less.

### **5. Deliver the presentation**

- The most important thing is to act natural.
- Know the topic that you are speaking on and practice giving your speech until you know it well. Practice, practice, practice.
- Understand nonverbal communication.
  - Make eye contact.
  - Stand straight and tall.
  - Breathe normal.
  - Use gestures with your hands and arms.
  - Don't read from your outline, talk from it.

A good speech will have an Introduction, the Objective, an Overview, the Presentation, and a Summary (Conclusion)

## List the five parts of a presentation.

### 1. Introduction

Someone else who is in charge of the event may do the introduction or the meeting. If a presentation is made during church services it may be the pastor or whoever is in charge of keeping the service flowing.

If you have to make your own introduction, this is the time to establish who you are and how much you know about the topic you are going to be talking about.

Talk about your level of interest in the topic, how you know so much about the topic, including experience, training and time you have spent involved with the topic.

Example:

Hi, My name is \_\_\_\_\_, and I am a Royal Ranger in Outpost #\_\_\_. I have been a Royal Ranger for three and a half years and have only missed two outpost meetings this year. At every outpost meeting I always wear my uniform and last year I was selected as Ranger of the Year for my outpost.

You may also want to tell a story in your introduction. A story should lead into your objectives and in some way relate to your topic. A good intro story will have a moral that emphasizes the reason for your speech.

Ask questions. Questions that you want to ask the audience, but don't really want them to answer are called rhetorical questions. Example: Have you ever wondered why Royal Rangers wear uniforms?

Startling your audience during the introduction is also a good way to get them interested, especially if you tell them some kind of fact that might interest them. Be sure that your facts are true, never exaggerate or make up false information.

### 2. Objective

The objective can be as simple as a one-line statement about your topic or it can be a whole explanation about your topic.

### 3. Overview

The overview contains information about the presentation. You could tell the audience some of the interesting things you are going to talk about, or layout the main points of your presentation. It is probably not a good idea to outline everything because you might lose some of your audience that may think they already know what you are going to say.

#### 4. **Presentation**

Style. There are many different types of presentation styles.

The Scientist or serious.

Best Buddy

The Joker

Bored

Nervous

The Reader

Eager Salesman

Your presentation should do the following:

Gain the audience's attention.

Focus on a need of the audience.

Present facts and information about the topic.

Present your thoughts clearly to the audience.

During your presentation:

Move around the stage. Don't hide behind the stage props.

Use your voice to speak with excitement and meaning.

Change the tone, pitch and volume of your voice as you are speaking.

(This is called voice inflection.)

Express emotions and feelings while you are speaking.

Don't try to fake expressions, but rather allow your own natural feelings to come through.

#### 5. **Summary (Conclusion)**

As you end your speech, provide a summary that restates your main ideas about the topic. Review the main topic points and any important points you made. Be sure that you keep the attention of the audience until the very end. It is better to leave them wound up than to leave them wound down.

## Ways to Deal With Butterflies

1. **Ask yourself what is the worst that could happen.**
  1. It might be embarrassing to get up in front of a lot of people and talk about a topic, but what is the worst that could happen? If you do find yourself stumbling through your speech, stop, take a deep breath and continue on. Many times a short pause will go unnoticed by most of the audience.
  2. Ask your Rangers to give you examples of what is the worst that could happen and then discuss their responses.
  
2. **Recite Bible scriptures.**
  - a. Reciting bible scriptures will help keep your mind busy and it will keep you from worrying about your speech.
  - b. Have your Rangers give examples of scriptures they could recite.
  
3. **Ease tension by doing exercises**
  - a. Jumping jacks, push ups, arm swings, whatever it takes to relieve tension you might feel from having to give a speech.
  - b. Have your Rangers practice a couple of exercises that will relieve stress.
  
4. **Shake your hands... fast.**
  - a. This type of exercise works real well for most people. It tends to “shake away” the nervousness you are experiencing.
  - b. Demonstrate to your Rangers, and have them practice shaking their hands.
  
5. **Make exaggerated facial expressions to relax face muscles.**
  - a. When tensing up before a speech, our facial muscles draw up tight and affect the way we present ourselves. Contort your face like you are screaming really loud, but don't make any sound. Do this several times.
  - b. Demonstrate to your Rangers, and have them practice this technique.
  
6. **Remember that ninety percent of what you worry about never happens.**
  - a. Have you ever heard somebody after a situation, “I sure am glad I worried about that so much, it helped out a lot!” Actually, most of the time it is quite the opposite. You usually hear them say, “I don't know why I worried so hard, that was easy!”
  - b. Discuss with your Rangers situations in which they worried about and then it turned out nothing bad happened.
  
7. **Realize that people want you to succeed.**

Speaking in front of a group of people can be challenging. Remember that the people that you are speaking to want to see you succeed.

## The Five Important Aspects of Public Speaking

### 1. ***Be excited about the topic.***

When you show excitement and enthusiasm about your topic, your audience can't help but get excited about it either. If the audience is excited about your topic, they will be that much more interested in listening to what you have to say. Nothing is worse than listening to a speaker who just stands there and quietly speaks in boredom about whatever it is he has to say. If you notice people sleeping in the crowd, you had better get some enthusiasm going with your own attitude or move on to the conclusion because you have taken too long.

### 2. ***Change the tone of your voice often.***

Changing the pitch, tone and volume of your voice is called inflection. This is a very important aspect of speaking. Talking in a monotone voice will put your audience to sleep and you will quickly lose their interest in your topic. "What you say is important, but the way you say your words is critical, if you are to be understood."<sup>1</sup>

Demonstrate what a monotone voice sounds like, then demonstrate good voice inflection.

### 3. ***Speak directly to your audience.***

Eye contact is the key toward keeping the audience involved with what you are saying. If you don't look at your audience, they won't look at you and if they are not looking at you, chances are they are not listening to you either. Directly looking at your audience is very important toward communicating your thoughts to them.

The important thing about eye contact is to keep looking at different people. Don't stare or look at one person directly for too long. Slowly move your eyes in a natural pattern around the audience. Don't jump your eyes from one side of the audience to the other side and back again. The idea is to make people feel like you are talking to them.

Your non-verbal communication is just as important as what you are saying with words. How you stand, the way that you move, and the expression on your face will say just as much as your words.

### 4. ***Use humor.***

"Getting your audience to laugh is one of the quickest and most effective ways to establish rapport and to create a warm, responsive atmosphere."<sup>2</sup>

People liked to be entertained. If you can use humor effectively, it can have a very positive impact on your presentation. Don't use a joke, just for the sake of trying to add humor. The joke or funny story should pertain to your topic. A funny story will be remembered and related to a serious idea by audience. Only use humor at appropriate times during your speech.

### 5. ***Summarize your main points often.***

Reminding your audience of your main points can help to keep them thinking about what you are saying. Don't do it too much. Do it enough during your speech to not only keep the audience focused but to keep yourself from wandering too far from your main topic.

<sup>1</sup> Vassallo, Wanda, *Speaking with Confidence: A Guide For Public Speakers*, Betterway Publications, Inc., 1990, pg. 44.

<sup>2</sup> *Ibid.*, pg. 62

# Purpose of Devotions

- To present Christ as a living, divine personality to which boys can relate.
- For instruction in biblical principles, personalities, and history.
- To inspire, influence, and motivate boys to make a full commitment to Christ.
- Teaching practical values that will last a lifetime.<sup>1</sup>

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<sup>1</sup> Royal Rangers Leaders Manual, 1995, Pg. 273

## Preparing a Devotion

Example: "Boyd, David, High Adventure Magazine, Summer 2001, Devotions for Boys"

Title of devotion:

*Angels Unaware*

What is the purpose of the devotion?

*Discuss the role angels play in our lives.*

How am I going to open my devotion to get everyone's attention?

*Are angels real? Do they still exist today? What is their job?*

What is my statement of purpose?

Angels are in the world to protect God's people from harm.

What is (are) the main point(s)?

God's angels protected a missionary to El Salvador from harm.

What examples, anecdotes, humor, statistics, quotes, etc., can I make to support my main point?

Missionary Delonn Ranee was driving his Speed-the-Light Jeep going to teach at the university in El Salvador. Three men with guns surrounded his car and told him to get out because they were going to steal it. The missionary stalled for time and prayed to Jesus. He kept the keys, but started taking things out of the car very slowly.

*He started talking to the gunmen, hoping that someone would come along and save him. He told them, "You can't steal this car. This is God's car. God owns it. God brought me here to tell the people of El Salvador about Jesus."*

*Suddenly, one of the men realized that this was taking too much time. He grabbed the missionary and said, "Give me the keys now or I will shoot you!"*

*Two of the gunmen looked up the street and screamed, "Let him go. We've got to leave! Soldiers are coming!" The third man looked down the street. Then all three of them put their guns in their pockets and ran away.*

*The missionary was so thankful that God had sent the military. He turned around to tell the soldiers what had happened, only to find that the street was empty as far as he could see. There weren't any soldiers anywhere. The street was deserted. What had the robbers seen?*

How can I summarize my main point so that everyone will remember it?

*Ask: Does God send angels to help us?*

How will I close my devotion?

*Read Daniel 6:22; "My God sent his angel and shut the mouths of the lions". Did God send an angel to help Daniel?*

*Read Hebrews 1:14, "Are not all angels ministering spirits sent to those who will inherit salvation?" What is God's purpose for angels? Let us pray that we will be aware of God's angels protecting us.*

## The Basic Elements Of A Good Presentation

- **Keep It Simple** - The simpler the better. The more you have to remember about your speech, the more nervous you may be thinking you can't remember everything.
- **Rehearse** - Practice, practice, practice. You cannot practice your speech enough. Practice to your siblings, your parents, your friends, and yourself.
- **Don't Memorize Your Entire Speech** - Memorizing isn't bad, it is possible that you may not be able to remember what you wanted to say. Memorizing takes a lot of time and it is better to follow a good outline rather than memorizing everything.
- **Dress For Success** - First impressions are lasting impressions. Always dress as nice as you can when making a speech or presentation. Wear dress pants, no jeans, and a nice pair of loafers or dress shoes. No tennis shoes. A collared long sleeve shirt is more appropriate to wear instead of a short sleeve pull over shirt. Never wear a t-shirt, especially one with a design or writing on it.
- **Pace Yourself** - don't go too fast, or too slow - Talk normal, as if you were talking to someone one on one. Don't be afraid to stop and pause every once in a while especially after a main point. Pauses can be anywhere from two to five seconds depending on the situation.
- **Face Your Audience and Make Eye Contact** - Eye contact is the key toward keeping the audience involved with what you are saying. If you don't look at your audience, they won't look at you and if they are not looking at you, chances are they are not listening to you either. Directly looking at your audience is very important toward communicating your thoughts to them.

The important thing about eye contact is to keep looking at different people. Don't stare or look at one person directly for too long. Slowly move your eyes in a natural pattern around the audience. Don't jump your eyes from one side of the audience to the other side and back again. The idea is to make people feel like you are talking to them.

Your non-verbal communication is just as important as what you are saying with words. How you stand, the way that you move, and the expression on your face will say just as much as your words.

- **Don't Hide Behind Stage Props** - Stay close to the podium, but try not to stay locked behind it. Don't be afraid to wander a little bit, but not too far so that you can't glance at your outline if you need to. Stand relaxed and don't grip the sides of the podium. It is ok to place your hand on the podium once in a while, but move it often and whatever you do, don't keep your hands locked down at your sides.

## Seven Different Types Of Media

### 1. Transparency Overhead Projector

- a. The most important thing about using an overhead projector is to be able to place them on the projector properly the first time.
- b. Be sure that your transparencies are all in order before you begin.
- c. On some newer overhead projectors if they have a smooth glass, you can write on them with an erasable marker similar to the type used on white boards. Have a damp paper towel handy to erase what you have drawn.
- d. Place the projector far enough away from the screen so that everyone can see it clearly, but don't place it too far away from where you are going to be standing. The farther you move the projector away from the screen, the larger the image will be.
- e. You can usually get away with talking while you are writing on an overhead projector because you are facing the audience.

### 2. TV/Video presentation

1. A video or film adds variety to your presentation.
2. You can use a video or film to show events or demonstrate procedures that you may not be able to do in front of your audience.
3. If you are playing a video, make sure you have the tape forwarded to the exact point in which you want to begin playing.
4. Check the sound level before starting your presentation.
5. Keep the TV screen off until you are ready to play the video and then turn it off when you are finished.

### 3. Computer Projector

- a. Computer projectors are fast becoming very popular to use for presentations and speeches. Making a good computer presentation takes time and effort. Power point is the most popular software to use for computer presentations.
- b. Do not place a lot of words on computer slides. It is best to use images, diagrams and outlines for your slide content.
- c. Keep these items in mind when creating slides; Make it BIG, Keep it Simple, Make it Clear,
- d. Keep the layout consistent
- e. When making computer slides, do not over use the transition effects between slides. Text flying around the screen can easily be over used as well.
- f. Practice your entire presentation several times on a computer before using a computer projector, or have someone else advance the computer slides for you.
- g. Never read directly from the screen.

### 4. Chalk board

- a. Clean the chalkboard completely before you use it for your presentation and clap out the erasers.
- b. Have plenty of extra chalk handy and make sure it is long enough to hold in your hand while writing with it.
- c. Do not talk while you are writing on a chalkboard.

## 5. White board

- a. Make sure you have several different colors of markers available, and be sure that they have plenty of ink in them. Avoid using the color yellow. Be careful not to use a permanent marker on a white board. If you do, scribble over the writing with a dry erase marker and you should be able to erase the permanent ink.
- b. While erasing do not use your hands or fingers. With an eraser or paper towel, use an up and down motion and wipe the ink off the board into the tray below.
- c. Do not play with the marker in your hand while you are talking.
- d. Don't talk while you are writing on a white board.

## 6. Easel Pad / Flip Chart

- a. Best used on small audiences.
- b. It has no mechanical or electronic parts to fail.
- c. Make sure you have several different colors of markers available, and be sure that they have plenty of ink in them. Avoid using the color yellow.
- d. Write large enough for everyone to see!
- e. When you fill up a page, tear it off and hang it somewhere in the room where everyone can see it.
- f. Do not play with the marker in your hand while you are talking.
- g. Don't talk while writing on an easel or flip chart.

## 7. Handouts - Handouts can be used for any size audience. Do not read long passages of text from the handout.