

# MARKING UP A SPEECH TO EASILY PRESENT

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*What are some ways we can easily remind ourselves of our public speaking skills while we are presenting our speech?*

Use **colors** and **symbols** to catch your eye!

1. Add **blue asterisk** and **minute number** every **135 words** to remember correct speed ex. (\*1).
2. Use **red letters “PLB”** to indicate places to pause, look up, and breathe before and after every sentence.
3. **Highlight words in yellow** that should be **emphasized**.
4. Highlight all **important punctuation in green** to remind yourself of appropriate expression.
5. Make **larger paragraphs into multiple smaller ones**.
6. Make **text size a minimum of 15**.
7. Make **line spacing 1.5** for the entire speech to follow along easier as you read.