



Visible Authority presents

READING THE TELEPROMPTER

The Newbie AND Pro Guide to Giving the Best Read of Your Life



PREPARE YOUR SCRIPT

Write like you talk
Use short sentences
Tell stories
Pick a style (serious, humorous, zany)
Get creative with metaphors



FORMATTING



Build pauses
Plan rate changes
Center-Justify
40 - 50 pt. font
Keep words inside peripheral vision
Keep margins close to the lens

HARDWARE SETUP

Distance from screen: Stand 1 foot away for every 12 sq. inches of screen space
Put space in script to have time to step back after hitting play button



SHOW TIME!



Rehearse until scroll speed is right.
Keep your eyes centered on the lens.
Don't chase the text.
Get your body into the act. Don't freeze up.
Vary your rate, tone and volume.
Be positive. Get in a "sharing" mood.

