

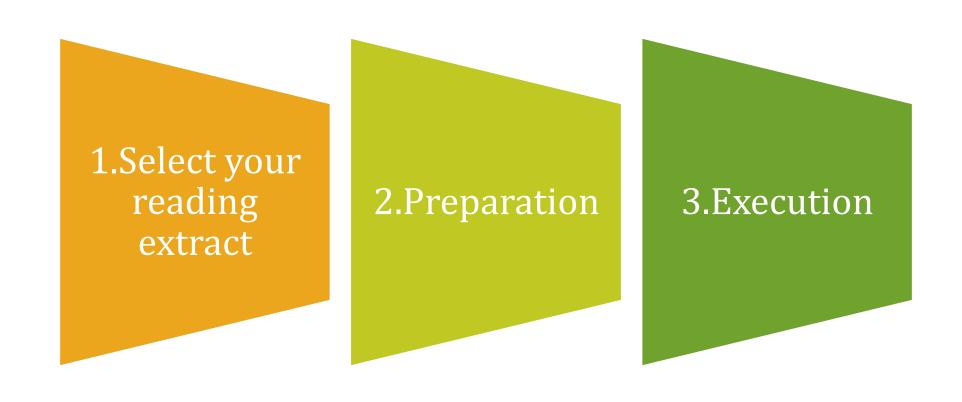




BIZ BITES: How to Give a Great BOOK READING



3 Easy Steps



Select your book extract/ short story

- How much time do you have allocated?
 - Estimate 1 page per minute
- Choose a section that stands alone, is gripping and ends with impact
- Plan your SHORT introduction
 - Who are the characters, what just happened in the preceding pages?





Prepare for the reading

Spend some time before a mirror!



Preparation

- Read the selection at a steady pace. How long did it take? Usually, 100 to 125 words per minute is a good speaking speed. Given your time target, you can use that to select the right size excerpt (e.g. 8 minutes=between 800 and 1000 words).
- You can easily gauge your speed by timing yourself reading a word document where you know the word count.
- Record yourself.
 - Listen to your recording, which words were unclear? Practice these
 - Prepare to read slowly and clearly. Modulate your tone
 - Unless you are a trained voice actor, avoid 'doing the voices'
 - If the dialog tag is at the end of the line, check whether you need to move it to the beginning.
- Pack your book and business cards/bookmarks (and laptop/cable/thumb drive if you plan to present slides)



Execution

Plan to have a good time!

On the day of the reading

Come early, meet people



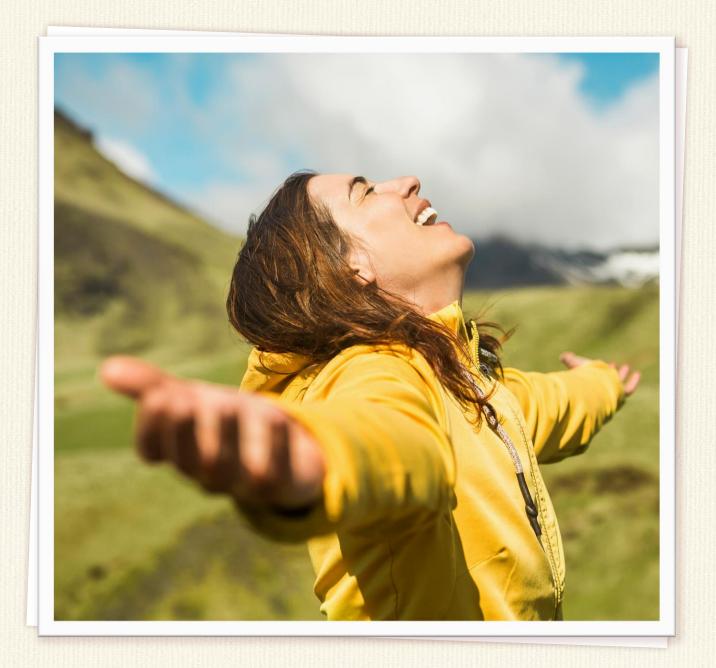
Take it easy, you got this!

- Drink water before the talk
- Introduce yourself/ make a joke to check whether people can hear you
- Adjust your volume
- Introduce the characters, Read
- Breathe
- Enjoy the questions, hand out cards/bookmarks



Pro Tips

- The larger the room, the slower you need to speak.
 - Picture your words flowing out over the attendees like a wave. They take longer to reach the back, so the farther away the back is, the slower you need to speak.
- Avoid eating dairy products before your event. Milk and cheese thicken your saliva and can make it harder to speak clearly.
- Check your equipment (microphone, projector, etc) well before the start of the program. Fixing problems "live" in front of the audience is stressful for you.



Wishing you the best!

MWA New York Chapter