

- D. If you've been going over time, try the previous exercise but in reverse. Move on mid-sentence if necessary.
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CHAPTER CHECKLIST

- Formats impose time limits for practical reasons, to ensure fairness, and to help speakers clarify their thoughts.
 - The adjudicator will harshly penalize poor timekeeping.
 - External timing is speaking for the allotted time; internal timing is how best to apportion time to different parts of your speech.
 - Speakers can control external time by having a clear structure to their speech and remaining focused.
 - Allocating internal time is based on tactics.
 - Keep introductions and conclusions short.
 - Allocate time for individual arguments based on importance.
 - Filling and allocating time take practice.
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