

GENERAL NOTES TO SPEAKER

Attached is the outline for the Rollo you have been asked to present. The North Carolina Presbyterian Pilgrimage Leadership Council has approved this outline. It contains the essential points that must be covered in your presentation.

You will find the following main elements:

Overview: This tells you how long the talk should be, where the talk occurs in the sequence of talks and other general information.

Purpose of this Rollo: Describes in general terms what you should strive for in terms of 'listener results'.

Objectives: Describes specific points or areas to be covered in this Rollo. It is essential that these objectives be fulfilled. As you prepare your talk, revisit these objectives from time to time. Are you on track? Have you strayed from the objectives? Have they been fulfilled?

References: Significant or prescribed reference materials useful in preparing and delivering your Rollo.

Visual Aids: List any visual aid needed during this talk (e.g. the three-legged stool) as a reminder for you to make sure they are available for your presentation.

Opening Prayer: Leading off the talk is the opening prayer. Please check with your Rector to determine the exact page number where the prayer is located in the Pilgrim's Guide.

Introduction Outline: Following the opening prayer is the introduction portion of the Rollo. Please note that the 'self' introduction should be **short** and not an extensive family, work, personal or church history.

Review Outline: Depending upon your Rollo, you may be asked to quickly review some proceeding Rollos. Determine ahead of time the names of the speakers giving these Rollos. Use your own words to summarize the main points as covered in the outline. Keep this review brief.

This Topic: Now you should be ready to introduce this Rollo. During this part of the introduction, you should tell the listeners the name of the Rollo (that is a write-down) and, in your own words, what you are going to cover.

The main body of the rollo follows. Occasionally there are notes to the speaker (*in italics*) with suggestions or comments that may be helpful or directive in nature, both during preparation and delivery.

Please note that those parts in the outline that are in **bold print and underlined** are the required ‘write-downs’ and contain the prescribed wording for those write-downs. Faithful adherence to the wording of these write-downs ensures their continuity from weekend to weekend. Please do not paraphrase these write-downs. Be exact when asking the listeners to “please write this down.” Repeat each at least twice. S L O W L Y. Give them time to write it down. Deciding whether to ‘build up to a write-down’ or ‘write down first then expand on it’ is up to the presenter. Use what is most effective in your particular rollo. Being consistent in the way you request the guests to write down the prescribed notes is very helpful to the listener.

When personal testimony (demonstration/illustration) is suggested in the outline, it is highly recommended that these be drawn from your own personal experience. Each illustration should relate to the subject or some element or ‘point’ of the rollo in such a way as to reinforce the rollo rather than overshadow or diverge from the intended message the rollo.

If your Rollo lends itself to being summarized at the end, please do so quickly (in your own words).

Remember, all Rollos end with “God loves you, my brothers and sisters in Christ, and so do I!”

Please note that your Rollo in final form is to be sent to your Rector and Pastor ten days before it is to be given at Team Meeting.

*Your brothers and sisters in Christ,
The Leadership Council of the NC Presbyterian Pilgrimage.*