

tors the highest excellence in this art has been exemplified. But speaking from memory requires the most minute and careful study, as well as high elocutionary ability, to guard the speaker against a merely mechanical utterance. Read in the same manner you would speak, as if the matter were your own original sentiments uttered directly from the heart. Action should not be used in ordinary reading.

Endeavour to learn something from every one, either by imitating, but not servilely, what is good, or avoiding what is bad. Before speaking in public collect your thoughts and calm yourself, avoiding all hurry. Be punctual with your audience, an apology for being late is the worst prologue.

Leave off before your hearers become tired, it is better for you that they should think your speech too short than too long.

Let everything be carefully finished, well-polished, and perfect. Many of the greatest effects in all arts have been the results of long and patient study and hard work, however simple and spontaneous they may have appeared to be.

Remember that the highest art is to conceal art, that attention to trifles makes perfection, and that perfection is no trifle.

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