

Before Speaking to Others

Words to Stay With



Collection 49

10 quotations · English tracing · 14 pages

Making this book yours

Before speaking, consider your words, your listeners and thoughtful courage.

One sentence at your pace

Look at the illustration, read the quotation, trace the grey models and write in your own hand. Start anywhere. You may skip a line or leave a different thought.

Print and bind

Use A4 portrait at actual size (100%). For double-sided printing, flip on the long edge: seven sheets per book. Single-sided printing uses fourteen sheets. Bind on the left with staples or rings. This file is not imposed for folded booklet printing.

Try one page first

Print page 4 to check the two grey models and guide lines. If they are too faint, turn off toner-saving mode and try normal print quality. The line below should measure 10 mm.

———— 10 mm

The ten quotations

Begin with the quotation that draws you in.

01	Grasp the subject, the words will follow.	4
02	Do not accustom yourself to use big words for little matters.	5
03	Brevity is the soul of wit.	6
04	Make sure you have finished speaking before your audience has finished listening.	7
05	It is the province of knowledge to speak and it is the privilege of wisdom to listen.	8
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07	Let bravery be thy choice, but not bravado.	10
08	Courage is fear that has said its prayers.	11
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10	A good listener is not only popular everywhere, but after a while he gets to know something.	13

Grasp the subject, the words will follow.

Cato the Elder



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Do not accustom yourself to use
big words for little matters.

Samuel Johnson



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Brevity is the soul of wit.

William Shakespeare



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Make sure you have finished speaking
before your audience has finished listening.

Dorothy Sarnoff



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It is the province of knowledge to speak
and it is the privilege of wisdom to listen.

Oliver Wendell Holmes



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Be a good listener.
Your ears will never get you in trouble.

Frank Tyger



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Let bravery be thy choice, but not bravado.

Menander



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Courage is fear that has said its prayers.

Dorothy Bernard



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Put yourself on view.
This brings your talents to light.

Baltasar Gracian



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A good listener
is not only popular everywhere,
but after a while he gets to know something.

Wilson Mizner



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After the last word,
your own words continue.

What is the one main sentence you want your listeners to take away?

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