

M E M O R A N D U M

TO: The Rt. Hon. Mrs. Margaret Thatcher MP

FROM : Alfred Sherman

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Speech-writing. The range of service.

I may not have provided as much assistance as I could for lack of a comprehensive framework.

As I see it, the portmanteau-term "speech-writer" covers a number of disparate capabilities:

- * Identifying topics for speeches
- * Preparing main ground-plans for speeches when the topic is agreed
- * Initiating research for agreed topics
- * Putting together skeletons for agreed topics
- * Putting the flesh onto skeletons
- * Editing and tightening speeches and putting in the memorable phrase

A speech-writer should be capable of performing any single one of these tasks and any combination.

Within this framework, I think I might be able to do more to help.

Alfred Sherman