

Worksheet Chapter 13

Presenting Your Speech

Directions: Answer the following items using complete sentences, proper punctuation and grammar.

- 1. Write a paragraph in which you compare and contrast methods of giving a speech.

- 2. How should, could a person cope with stage fright?

- 3. How should a person use vocal clues to an advantage when presenting a speech?

- 4. Describe how appropriate language and grammar is important in a speech. -

- 5. Explain how timing is important and affects a speech.

- 6. Explain how distractions can happen and how one should respond when the unexpected occurs.

- 7. Explain how audiovisual aids can improve a speech.

- 8. What are the four ways of delivering a speech?

9. Which of the ways of delivering a speech requires careful preparation but allows for the most adaptation to the audience?

10. What are the five kinds of nervous behaviors that most speakers experience in their first few public speeches?

11. Being well prepared is one way to reduce nervousness before the speech is given. What are four other ways?

12. One aspect of nonverbal behavior that has a crucial effect on your speech is your appearance. What is appearance so important?

13. Facial expression is also important. What is meant by conflicting expression?

14. One positive aspect of your vocal message is enthusiasm. What is the effect of excessive vocalized pauses in a speech?

15. Beginning speakers often have trouble deciding what to do with their hands when they are speaking. If you do not have a speaker's stand, what should you do with your hands as you begin your speech?

16. Microphones help you to be heard clearly; however, they can also cause problems. How can the lavalier microphone cause a distraction?

17. One type of audiovisual aid is people. What are two ways in which people can serve as audiovisual aids?

Directions: Define each of the following terms.

1. Impromptu speech - _____
2. manuscript speech - _____
3. memorized speech- _____
4. extemporaneous speech - _____
5. stage fright - _____
6. eye contact - _____
7. deadpan - _____
8. conflicting expression - _____
9. vocalized pauses - _____
10. grammar - _____
11. timing - _____
12. lectern - _____
13. heckler - _____