

Worksheet Chapter 6

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

1. Introduce yourself to others (write it out)-

2. Introduce other people to each other (write it out) -

3. Demonstrate you can give clear directions -

4. Demonstrate you understand directions you receive from others -

5. Make and receive social telephone calls (write it out) -

6. Make a business telephone call (write it out) -

7. Directions: Define each of the following terms.

1. business call - _____
2. directions - _____
3. introductions - _____
4. self-introductions - _____
5. social call - _____

Directions: Research “great speeches” online and find one that appeals to you. Identify the author/speaker, the title of the speech, the audience, purpose and the contextual background of the speech, e.g., intended effect, lasting result, overall significance, etc...Write at least five sentences from the speech that interest you the most and explain why the sentences interest you.

Author/Speaker: _____ Title of Speech: _____

Audience/Purpose: _____ / _____

