

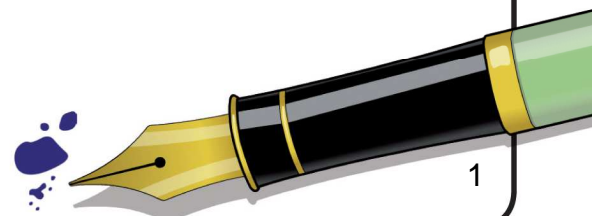
## Worksheet One

This worksheet accompanies *Giving a Speech*.

### Audience

Imagine that you are giving a speech to a younger class about your favorite hobby. Then imagine that you are speaking about the same thing to a group of older enthusiasts. What might the differences be?

Younger audience	Older audience



## Worksheet Two

This worksheet accompanies *Giving a Speech*.

### Tips

Fill in the gaps in the text below using the words underneath. Some of them do not go in the text at all, though, so be careful!

- Organize any \_\_\_\_\_ carefully before you begin.
- Take a number of deep \_\_\_\_\_ to calm your nerves.
- If you find it daunting to look at your audience, look just \_\_\_\_\_ their heads.
- Try not to \_\_\_\_\_ from your notes. Use them to \_\_\_\_\_ you of your next point.
- Talk clearly, not too \_\_\_\_\_, and use \_\_\_\_\_ in your voice.

expression      breaths      above      confusion      quickly      props  
surprise      complicated      remind      read



## Worksheet Three

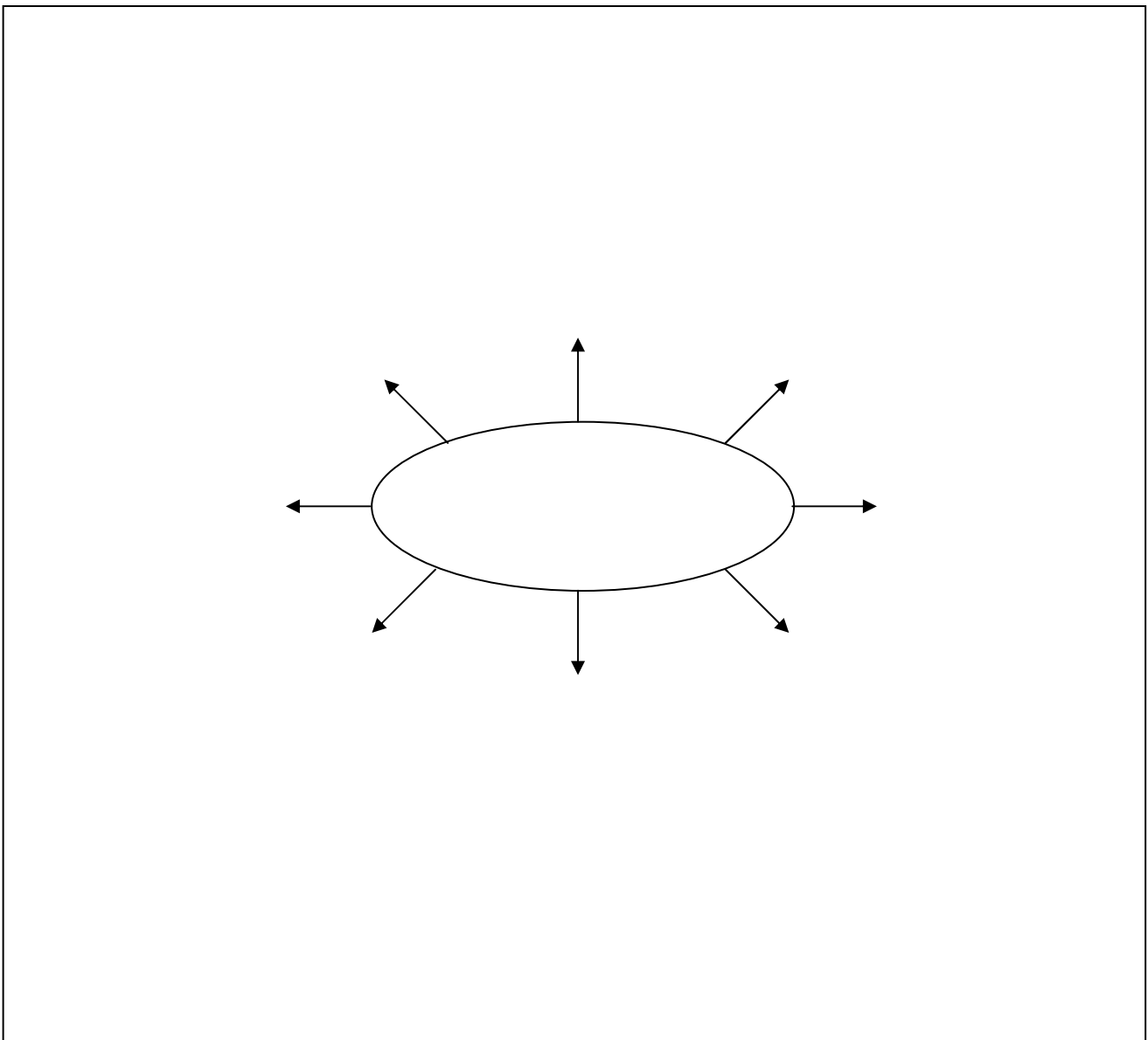
This worksheet accompanies *Giving a Speech*.

### Preparing a speech

Complete the five stages below to help you plan your speech.

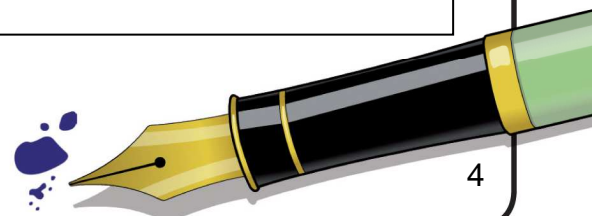
**Stage 1** Choose a subject that you feel comfortable with, and that you know something about: \_\_\_\_\_

**Stage 2** Once you have decided on your topic, plan out and organize your speech. It might be helpful to do it in diagram form:



**Stage 3** Now you need to add more detail to each area. Write out exactly what you want to say below:

A large rectangular box containing 20 horizontal lines for writing.



**Stage 4** Once you have practiced your speech, summarize each area using a few key words. Write out the summaries on a series of index cards, or cut out the cards outlined below and use them. Practice your presentation using the summaries on your cards.


**Stage 5** Finally, think about any props or aids that you might use for your speech. You might find that having something to show makes your speech more effective.

Which props will you use for your speech?

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## Worksheet Four

This worksheet accompanies *Giving a Speech*.

### Evaluation

Evaluate your speech by giving yourself a score out of five for each aspect listed below.

Aspects of the presentation	Score /5
Planning and preparing your speech	
Structuring your speech	
Using examples to back up your point	
Researching effectively	
Using gestures and positive body language	
Speaking clearly	
Not speaking too quickly	
Using props effectively	
Using terminology appropriate to the audience (e.g. young children)	
Using technical vocabulary	

Look at the scores you have given yourself above. Which areas do you think need the most improvement?

*I think I need to improve* \_\_\_\_\_

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