

## Lesson 3: Speaking Effectively

### A. Describe, Define, or Identify:

1. Gestures –
2. Volume –
3. Rate
4. Pitch –
5. Pause –
6. Stage fright –
7. Articulation –
8. Pronunciation –
9. Impromptu –
10. Visual aids –
11. Slide transitions –

B. Fill in the Blanks:

1. An \_\_\_\_\_ is someone who is known for his or her skill and power as a public speaker.
2. The syllables “a,” “uh,” “um,” and “ah” that often occur at the beginning of a speaker’s sentence are known as \_\_\_\_\_.
3. If you want to improve as a speaker, you should continue to ask for \_\_\_\_\_ from people who’ve heard you.
4. First impressions are largely based on \_\_\_\_\_ such as how you dress, wear your hair, carry yourself, and use gestures and other body language.
5. You should \_\_\_\_\_ your speech so you can deliver it well while handling your notes so smoothly the audience won’t notice them.
6. Everybody going before the public to speak or perform experiences some degree of \_\_\_\_\_.
7. \_\_\_\_\_ are the most common type of presentation in business and military settings.
8. If you can capture and hold your audience during your \_\_\_\_\_, you’re halfway home.
9. \_\_\_\_\_ serve the same function in speaking as punctuation in writing.
10. Quoting familiar sources like Mark Twain or Groucho Marx is a good way to warm up an audience, and nothing will boost your confidence like hearing your audience \_\_\_\_\_.

### C. Multiple Choice:

Circle the letter that provides the best answer:

1. At what speed does the average person talk?
  - a. Up to 3,600 words an hour.
  - b. 60 words per minute.
  - c. 120 words per minute.
  - d. About 300 words per minute, with gusts up to 350.
  
2. How fast can most people listen?
  - a. About twice as fast as most people talk.
  - b. About four to five times the normal speaking rate.
  - c. About the same speed as most people talk.
  - d. Usually not fast enough, unless the speaker goes really slowly.
  
3. Which method of presentation allows you greatest freedom to adjust to your audience?
  - a. Speaking from memory.
  - b. Speaking from a prepared text.
  - c. Speaking extemporaneously, with notes and preparation.
  - d. Speaking impromptu.
  
4. Which is **not** an advantage of reading a speech from a text?
  - a. Guarantees that you'll send the right message.
  - b. Ensures that you won't leave out key information.
  - c. Avoids trouble caused by ad-libbing or going off the message.
  - d. Lets you avoid having to make eye contact.
  
5. Which is **not** a good way to fight stage fright?
  - a. Take a short walk to release nervous energy.
  - b. Make sure you have at least the beginning of your speech down pat.
  - c. Recognize that the nervous energy of stage fright can be channeled.
  - d. Deciding not to rehearse at all, so you can seem more "natural."
  
6. Which of these should **not** be true about an impromptu speech?
  - a. You give it without notes.
  - b. You give it without memorizing it.
  - c. You give it without much preparation time.
  - d. You give it without thinking.

## **E. Short Answer (Things to Think About):**

Write a short answer for each question.

1. List three types of public speaking. In which one are you most experienced? In which are you most comfortable?

2. Speakers often like to use humor in a speech, but there can be challenges in telling jokes before an audience. Explain.

3. Explain how briefings and lectures are different. How are they similar?