

## LESSON 2

Before You Read

# How to Give a Good Speech



The number one fear of most people is speaking in public. This lesson introduces some ways to improve your speaking ability, as well as to overcome the fear of speaking to a group.

**1** *Answer the following questions.*

1. Does standing up in front of a group make you nervous?
2. How about having to talk to that group as well?
3. Do you remember the last time you talked to a group? How did you feel?
4. Why do so many people feel anxious in this situation?

*Now ask your partner the same questions.*



**2** *What are the most important parts of a good speech? With a partner, rank the following from the most important (1) to the least important (5).*

- ( ) Choosing an interesting topic
- ( ) Telling jokes and funny stories
- ( ) Making eye contact
- ( ) Teaching the audience something new
- ( ) Keeping the speech short

*Compare your ranking with other pairs.*



## How to Give a Good Speech\*

**1** Whether for an **audience** of 50 or an audience of 1, fear and **embarrassment** about speaking to people can be controlled. Public speaking is a skill that everyone can learn with practice. Learn how to speak with **confidence**, and make your **presentation** interesting by using the communication power tools below.

### 2 Eye Contact

- Good eye contact helps your audience feel more relaxed and builds confidence in your speaking ability. Keep eye contact by knowing your speech so well that you need to have a quick look at your notes only from time to time.
- Find a few friendly faces in the audience that react to your message and **concentrate** on giving your speech to them. Keep eye contact for four to five seconds at a time, and then move to someone else.

### 3 Stance and Body Movements

- Good posture shows confidence. Stand **firmly**. Too much movement can be **distracting** to your listeners.
- You normally hold your arms along your sides. To **emphasize** main points, you'll want to use movements that are slow and careful but look natural.
- Be aware of habits you might have like crossing your arms, leaning against a wall, or tapping a pen. This might also be distracting to your audience or might tell them that you are uninterested or unconfident.
- Practice your speech in front of a mirror to check your way of presentation and body movements and change them if necessary. Try many different ways to find a comfortable balance of **gestures** to use in front of an audience.

### 4 Facial Expressions

- Friendly facial expressions help to build a warm and positive relationship with your audience. A smile on your face lets them know that you are human and trustworthy, giving them more reasons to accept your ideas.
- Expressions on your face show the **mood** of your speech and keep the audience involved.

\* adapted from  
[http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/rsv912?opendocument](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/rsv912?opendocument)

**audience:**  
group of people watching or listening to sth

**embarrassment:**  
state of being ashamed of sth

**confidence:**  
a belief in your own ability

**presentation:**  
a talk that gives information on a special subject

**concentrate:**  
give all your attention to sth

**firmly:**  
in a strong way

**distract:**  
take somebody's attention away from sth

**emphasize:**  
give special importance to sth

**gesture:**  
a movement of your hands, arms, or head that shows how you feel or think

**expression:**  
a look on the face

**mood:**  
the way sth makes you feel

## 5 Suitable Dress

- Good choice of clothes helps you have respect for your audience. Before you arrive to give your presentation, ask others for their opinion on your choice of clothing and how suitable it is for the occasion.

## 6 Voice Projection

Sometimes tone of voice can have a stronger effect than the message. Put feeling and energy into your voice by practicing. You can **add variety** to your speech by:

- raising or lowering your voice,
- changing the speed of your words to make the audience feel excited,
- using pauses and silences instead of saying 'uh', 'umm', and 'you know',
- increasing and decreasing the volume of your voice to emphasize main points and involving the listeners,
- adding energy so that your voice will never be boring or emotionless, and
- practicing every day and recording your voice to see where changes may be necessary.

## 7 Audience Involvement

- Involve your audience by asking questions, talking to them directly, and getting them interested. This helps build a relaxed relationship with your audience.
- Involve the audience by using attractive opening sentences, pictures, maps, pieces of films, or by asking for help from the audience.

## 8 Sense of Humor

- The purpose of humor is not to be a comedian but for you to create a comfortable atmosphere and have fun with your audience. Humor can make the difference between an average and an excellent presentation.
- A little humor in your speech lets the audience know you are human and people actually learn more if they are having fun. Try to include personal stories or recent events to add fun to your speech.

## 9 Controlling Nervousness

Most people are afraid of speaking in public. They fear this even more than death. Everyone has a certain amount of nervousness when talking to a group, but the point is not to end nervousness; learn to control it.

- Just before your speech do some deep breathing exercises to relax.
- Use your nervousness to add excitement to your speech.
- Remember you were asked to talk because you had something important to say.
- Everyone wants you to succeed.

**10** Speaking in public is a skill you can learn with practice. Controlling your fear and practicing the above skills in public speaking can bring you success.

**voice projection:**  
the act of making your voice be heard clearly

**add variety:**  
make sth interesting by using different things

**humor:**  
ability to laugh or make people laugh

**nervousness:**  
state of being worried

# After You Read

## **A** Comprehension Check

**1** Check your understanding. Are these statements True (T) or False (F)? If they are not mentioned in the text, write (N).

While giving a speech,.....

- 1. eye contact disturbs the audience. ....
- 2. too much body movement is distracting. ....
- 3. habits like crossing your arms or leaning against a wall may have bad effects on the audience. ....
- 4. you can attract the audience by introducing yourself. ....
- 5. using humor can improve your presentation. ....

*Compare your answers with a partner's.*

**2** A) If you keep the same speed of words when speaking, you ignore "the....." communication power tool.

- a) audience involvement      b) facial expressions
- c) voice projection              d) sense of humor

B) Complete the following sentence.

To build a warm and positive relationship with the audience .....

C) In paragraph 3, the writer gives a warning. What is it? Copy down the sentence.

.....  
.....

*Compare your answers with a partner's.*

**3** Based on the passage decide if the following have good or bad effects on an audience during a speech. Compare your answers with a partner's.

Statement	Good Effect	Bad Effect
1. Looking at your notes most of the time		
2. Having no pauses at all		
3. Talking about recent personal experiences		
4. Looking as serious as possible		
5. Making the audience take part in your presentation		

**4** Discuss the following questions in class.

1. Which power tool(s) do you use most when you speak to a group?
2. In what jobs is giving a good speech more important?
3. Can all people make good speakers? How?

## Sentence Functions

Look at the following sentences from the text.

- Use your nervousness to add excitement to your speech.
- Keep eye contact for four to five seconds at a time and then move to someone else.
- Put feeling and energy into your voice by practicing.

**1** Now, suppose your partner is going to give a speech and asks you for some advice on adding variety to his/her speech. What would you tell him/her to do?

1. ....
2. ....
3. ....

Compare your answers with a partner's.

**2** *Dave gave a speech yesterday. The teacher evaluated him according to the following form. from 1 (weak) to 4 (very good) Read the form carefully and write the instructions you can give him to improve his speech in the space provided. The first one is done for you.*

<i>Aspects of giving a speech</i>	<i>Rating</i>	<i>Tell him how to improve this aspect</i>
1. Did he keep eye contact?	1 ② 3 4	Keep eye contact with the audience.
2. Did he stand firmly?	1 2 3 ④	
3. Did he use an attractive opening sentence?	① 2 3 4	
4. Was his clothing suitable?	1 2 3 ④	
5. Did he involve the audience by asking questions?	1 ② 3 4	
6. Did he include any personal stories to add fun to his speech?	① 2 3 4	
7. Did he use humor in his speech?	1 ② 3 4	
8. Did he have friendly facial expressions?	1 2 3 ④	
9. Did he change the volume of his voice for emphasis?	1 ② 3 4	

*Compare your answers with a partner's.*

## Reading Skills

از دیگر راه‌های حدس زدن معنی کلمات ناآشنا در متن آگاهی از شیوه‌های ساخت واژه (Word Formation) از طریق افزودن پسوندها و پیشوندها است.

*What do the following words from the text mean?*

<i>Word</i>	<i>Part of Speech</i>	<i>Formed from</i>	<i>Meaning</i>
silence <u>  </u>	noun	silent (adj)	
confident <u>  </u>	adjective	confidence (n)	
emotionless <u>  </u>	adjective	emotion (n)	
facial <u>  </u>	adjective	face (n)	
react <u>  </u>	verb	act (v)	

*Compare your answers with a partner's.*

## Vocabulary Review

**Read the following sentences and choose the best answer a, b, c or d.**

- The manager ..... the importance of everyone working together.  
a. increased      b. emphasized      c. created      d. influenced
- Simin is a good student, but she doesn't have enough ..... in herself.  
a. confidence      b. emotion      c. respect      d. humor
- The boy ..... his bicycle against the wall and then went into the shop.  
a. crossed      b. lowered      c. tapped      d. leaned
- I like my new job because there's so much ..... in it.  
a. speech      b. effect      c. variety      d. energy
- A loud conversation in the next room disturbed my .....  
a. concentration      b. projection      c. occasion      d. expression

*Compare your answers with a partner's.*



## Focus on Grammar (1)

### Verb + Object + Bare Infinitive

Read the following sentences carefully.

1. Good eye contact **helps** your audience **feel** more relaxed.
2. Good eye contact **helps** your audience **to feel** more relaxed.
3. A smile **lets** your audience **know** that you are human and trustworthy.
4. The audience **let** him **take** a rest for a few minutes.
5. The speaker **did not allow** us **to ask** any questions.
6. Asking questions can **make** the audience **concentrate** on your speech.
7. The teacher **made** all the students **give** a lecture during the term.
8. The teacher **forced** all the students **to read** a book about effective ways of giving a speech.

The verbs in the above examples – *help, let, allow, make, and force* – are all followed by another verb. Put the verbs in the right boxes below.

<i>verb + object + bare infinitive</i>	<i>verb + object + infinitive</i>

## Focus on Grammar (2)

### Expressing Manner

Read the following sentences carefully.

1. Put feeling and energy into your voice **by practicing**.
2. You can involve your audience **by asking** them some questions.
3. Make your lecture as interesting as possible **by showing** some pictures to your audience.
4. You can add variety to your speech **by raising** or **by lowering** your voice.

What kind of verb form do you use after *by*? What does it mean?

## Grammar Practice

- 1** Complete the following paragraph, using the correct form of *make* and *let* and the verbs in the box.

read, laugh, do, understand, ride, work

I like my older brother very much. He makes me laugh a lot. We usually get on very well together. He (1) ..... me ..... his bicycle and (2) ..... me ..... his story books, and he also (3) ..... me ..... with his computer. But he isn't always kind to me. He sometimes (4) ..... me ..... my math problems on my own. I find it hard to (5) ..... him ..... that I don't like mathematics at all!

*Compare your answers with a partner's.*

- 2** Mr. Amini is a teacher. He usually talks about his class norms at the beginning of the term. He writes the norms on the board. What does he make/let his students do? Rewrite his notes, using verb+object+bare infinitive. Follow the example.

*Example:*

You will never ask questions while I am speaking. (let)

He does not let his students ask questions while he is speaking.

1. You will take the course seriously. (make)

.....

2. You will work hard. (make)

.....

3. You will never leave without permission. (let)

.....

4. You will never be late for class. (let)

.....

5. You will take notes during my presentations. (make)

.....

*Compare your answers with a partner's.*

**3** Rewrite the following sentences using *by + gerund*.

1. You will improve your speaking ability if you practice hard.  
.....
2. You can make more eye contact if you know your speech well.  
.....
3. You will distract your audience if you move too much.  
.....
4. You will show respect to your audience if you wear formal clothes.  
.....
5. You can make your lecture interesting if you use your sense of humor.  
.....
6. You can control your nervousness if you breathe deeply several times.  
.....

*Compare your answers with a partner's.*

**Grammar Digest**

- Let
1. Make + object + bare infinitive
- Help

\**Help* can also be followed by an infinitive.

- She **lets** her children **do** what they want to.
- I **made** him **give** me the money back.
- He **helped** his wife **do/to do** the dishes.

2. By + -ing form (gerund)

- I showed my happiness **by smiling**.
- Reza passed the test **by studying hard**.