

Установите соответствие между текстами A-G и заголовками 1-8. Запишите свой ответ последовательностью цифр, где первая цифра - заголовок к тексту A, а последняя - заголовок к тексту G. Используйте каждую цифру только один раз. В задании один заголовок лишний.

1. Use Silence

5. Distinct and Audible Speech

2. Gestures and Posture

6. Consider Context

3. Audience Awareness

7. Speaking Through Eyes

4. Sensible Dress

8. Strategic Listening

A. The first thing that a good speaker does is looks at the audience and takes a pause before beginning his speech. This helps to create a good impression on the audience. Throughout the speech, the speaker should maintain eye contact with the listeners, otherwise they will feel that they are being ignored and it is quite likely that they also ignore whatever he is trying to convey.

B. Proper variation in emotion and tempo of the voice improves the quality of performance. Accurate pronunciation of words with due stresses wherever required must be done. One more important thing while communicating is that your voice must be clear and loud enough for the audience to hear it. A loud voice can be a strong point for being an effective speaker.

C. Concentrate on your ideas and do not get distracted by the activities performed by the audience, for example, smiling or whispering. To make your communication successful get the clue about the listeners and their interests. Think over the age, sex and background of the people. See whether the audience is patient enough to handle you for hours. Check out if they are friendly or hostile.

D. Facial expressions reveal what thoughts are running through a person's mind. So while communicating, make sure that your facial expressions reveal your interest for the subject on which you are communicating. The body movements while speaking must coordinate with your convincing power. They must add to the things which are more effectively caught visually than verbally.

E. If you are trying to improve your own communication, concentrate on ways to make your nonverbal signals match the level of formality necessitated by the situation. Some situations require more formal behaviour that might be interpreted very differently in any other setting. So when you are communicating with others, always take into account the situation in which the communication occurs.

F. Don't be afraid to pause and breathe. Listeners need time to reflect on what you are saying. Just like we need 'white space' and punctuation on the written page, we need pauses when we speak. Talking non-stop is a huge drawback. Having the confidence to pause for a few seconds in between sentences commands attention rather than diverts it.

G. The appearance plays an important role in presenting ourselves to society. The people who wear clothes suitable to their body structure look attractive. A person's physical appearance creates a definite impact on the communication process. Our clothes should not be too modern for the people whom we are interacting with. However, they should be able to create a positive impression on them.

A	B	C	D	E	F	G