CHAPTER 6 – HOW TO MAKE A SPEECH

PART A: Vocabulary

Complete each sentence with the past tense form of one of the verbs in the box. Use each verb only once.

inspire	**convey**	**enliven**	**articulate**	~~**persuade**~~	**manage**

Example: Matthew ___persuaded___ Tom to see the new movie by showing him a good review.

1. My teacher's love for literature _____ me to read ten famous novels last semester.
2. In her speech to the class, Anna _____ five important ideas about history.
3. My funny friend _____ the party by telling jokes and making people laugh.
4. At her last job, Eva was the vice president of sales. She _____ 15 salespeople.
5. Before leaving the party, we _____ our thanks to the host and hostess.

PART B: Language Focus

Match each imperative on the left column with a reason for using the imperative on the right.

Imperatives	Reasons
1. ____ Be quiet!	a. Making a request
2. __f__ Drive two blocks and turn left.	b. Giving advice
3. ____ Park the car, turn off the engine, and put on the brake.	c. Giving directions
4. ____ Please call me at home tonight.	d. Giving a warning
5. ____ Wear a raincoat today.	e. Explaining a procedure
6. ____ Be careful! This plate is hot!	f. Making a command

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PART C: Comprehension

1. What is the first thing a speaker should do when preparing to make a speech?

A. Choose a topic

B. Understand who the audience will be

C. Organize the speech

2. What is the ideal length for a speech?

A. As short as possible

B. 20 minutes long

C. It depends on the topic

PART D: Reading comprehension

Read the passage and answer the questions that follow.

Nonverbal Interview Strategies

When interviewing for a new job, you might think that if you are the candidate with the best answers to the interview questions, you'll get the job. However, giving great answers is just one aspect of a successful interview. Sometimes your nonverbal communication, or body language, can make the difference between getting your dream job or not.

Experts say that body language can count for as much as 55% of the force of an answer. This means that nonverbal communication is as important, or possibly even more important, than verbal communication. And remember, nonverbal communication starts the moment you walk into a company's lobby. If your nonverbal communication makes a bad impression from the start, it won't matter how well you answer the interview questions.

To make sure you make a good impression and stand out in an interview, there are a few simple rules. Follow these, and you'll have a head start on your competition.

First, be sure to relax and make eye contact naturally with the interviewer. Smile and nod at appropriate times when the interviewer is talking—but don't overdo it. Keep it natural.

Be sure to keep your feet on the floor, sit up straight, and lean a little towards the interviewer to show that you are interested and engaged in the interview. Never lean back. You will look too casual and seem like you are not interested in the interview.

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Not sure what to do with your hands? Try your best not to move your hands too much. Hold a pen and a notebook, or relax your hands on your lap, or on the arms of your chair. Make sure to stay calm, and don't move around anymore than is natural.

Of course, your verbal responses to questions are also important. Be sure to be polite. Always speak clearly. Don't use slang, don't interrupt, and don't laugh unless the interviewer does first. Listen carefully and try to answer questions honestly and in a positive way. At the end of the interview, be sure to thank the interviewer for taking time to meet with you. Make a good first impression when you begin, and leave with a good impression as well.

When practicing for an interview, work on your nonverbal communication, as well as your other skills. It might just be the factor that gets you the job.

1. The reading passage is primarily about _____.
   A. why a first impression is the most important in an interview
   B. the importance of nonverbal communication in interviews
   C. how to give the best answers to questions in an interview
   D. why answering questions can't help you get a job

2. According to the passage, nonverbal communication _____ in an interview.
   A. works at least 55% of the time
   B. is 55% more forceful than verbal answers
   C. may be even more important than verbal answers
   D. is not quite as important as verbal answers

3. In an interview, nonverbal communication begins _____.
   A. as soon as you walk into the lobby
   B. by giving a bad impression
   C. well if you answer the interview questions correctly
   D. at the moment you start the interview

4. In paragraph 3, the phrase "head start" could be replaced with _____.
   A. rule
   B. impression
   C. communication
   D. advantage

5. Which of the following should you avoid doing in the interview?
   A. Smiling and nodding
   B. Overdoing it
   C. Making eye contact
   D. Staying natural

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