

CHAPTER 4 CONCEPT REVIEW WORKSHEET

Your Name _____

PART 2 SPEAKING (ORAL PRESENTATION SKILLS)

1. When you are initially preparing to do an oral presentation, what are the first two things you need to consider?

2. What are the three parts of a presentation?

3. Which part of the presentation should identify the purpose? _____

4. Which part of the presentation should summarize the main points? _____

5. What are the four methods of oral presentations?

6. Prior to giving the presentation, what are some things you can do to help yourself be prepared?

7. What are some things you can do to help overcome your anxieties before giving a presentation?

8. Identify five techniques that will help you improve the delivery of your presentation.

9. What is one of the potential problems you may encounter if you give a memorized speech?

10. In identifying your audience, list three things you need to consider.
