

## READING COMPREHENSION: MATCHING

Below are some texts with tips to improve your public speaking skills.

Read texts **B-K** and headings 1-8 carefully. In **BLOCK CAPITALS**, write the letter of the text next to the corresponding heading in the space provided, as in example 0.

Notice that there are two texts which do not go with any of the headings and that each text goes with only one heading.

Answers must be based exclusively on the information in the texts.

## IMPROVE YOUR PUBLIC SPEAKING SKILLS

### A.

Remember to stop and take a few deep breaths to slow down your heart rate and reduce muscle tension. Feel your feet on the floor. Gently roll your shoulders back. This opens your chest, drops your shoulders, opens your throat, releasing tension and making you look more confident.

### B.

In presentations where visuals are used avoid turning your back to the listeners and looking at the slides too much. The audience is the focal point of your speech. Visuals are merely a tool to convey a message. Besides, speaking towards the screen or the wall makes it hard for your listeners to hear you.

### C.

The attention span of an average person lasts about 5-10 minutes. It is the task of the speaker to keep the listeners focused on the presentation by bringing their attention back through fluctuations of the voice, storytelling, questions, and body language.

### D.

Even if the topic of your business presentation is a serious one, you can still greet your listeners with a genuine, welcoming smile to win their favor and regain your confidence. (...) Do not stick your hands in your pocket, hook your thumbs under your belt, or engage in other creative diversions as you speak.

### E.

Even if you are a world-known expert in your area of expertise, it is still not a good idea to use phrases like “this is probably new to you” or “you probably don’t know what this means”, unless you are sharing ground breaking news that nobody has heard of.

### F.

People rarely want to listen to someone, who talks longer than was expected. Therefore, assign to a person that you know the task of giving you time cues, indicating when you have ten minutes left, five minutes, two minutes and when you should stop talking.

**G.**

Organize your business presentation and know it well enough to have the flexibility to skip certain parts or expand on others depending on the circumstances and non-verbal cues that you receive from your audience.

**H.**

Too often, people giving business presentations believe that to look professionally they need to act or speak in a certain way, a stiff way. There is a huge difference between being professional and being downright boring. People came to listen to YOU, so let your personality shine through. Share something real about yourself, either in words or delivery, which connects you to your listeners.

**I.**

Do not rush through your presentations. Give your listeners time to absorb your concepts and key ideas. On the other hand, try to answer any questions as succinctly and briefly as possible. Not everyone may be interested in this specific question.

**J.**

Speak to the person sitting farthest away from you so that your speech can be easily heard by everyone in the room. (...) Find a few people that you know in the audience and imagine yourself talk directly to them. Shift your gaze through your audience and as you feel more confident, establish eye contact with other listeners as well.

**K.**

At the end of the speech, instead of recoiling backstage and doing a vicious deconstruction of every little mistake made during the presentation, continue to be fully present with your listeners. Talk to people, answer questions, accept invitations, exchange business cards, network and so on.

Adapted from: [https://www.isbtweb.org/fileadmin/user\\_upload/successful-public-speaking.pdf](https://www.isbtweb.org/fileadmin/user_upload/successful-public-speaking.pdf)

<https://www.babanaemployment.com/single-post/2018/05/02/The-art-of-talking-in-public---all-of-us-get-nervous>

ITEM	HEADINGS
<b>Ex. 0</b>	Relax before you get up to talk
1.	Consider making unplanned changes
2.	Develop effective follow-up strategies
3.	Do not underestimate your audience
4.	Engage your audience
5.	Face your audience at all times
6.	Keep an eye on the time
7.	Right body language
8.	Wrap up your talk on time

HEADING NUMBER	0	1	2	3	4	5	6	7	8
TEXT LETTER	A								

### Answer Key: Improve Your Public Speaking Skills

#### **TASK 1 (...../10) –**

HEADING NUMBER	0	1	2	3	4	5	6	7	8
TEXT LETTER	A	G	K	E	C	B	I	D	F