

SPEAKING

What Is Speaking?

Speaking, a type of communication, can be categorized into **formal speaking** and **informal speaking**.

Informal speaking involves a situation where a speaker does not prepare ahead of time to speak, like answering the telephone and introducing people to each other. A prepared speech is an example of formal speaking.

Examples:

A speaker needs to have a clear reason, or **purpose**, for speaking. A speaker needs to be knowledgeable about the subject, or **topic**, of his/her speech.

Other aspects of speaking include:

- **eye contact**
- **posture**
- **gestures**
- **voice projection**
- **audiovisual aids**
- **pacing**
- **voice inflection**



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- 1] The **purpose** of a speech titled: "How to Use a Digital Camera" is to _____.
 - a] inform
 - b] entertain
 - c] persuade
 - d] invent
- 2] Speaking loudly enough to be heard by an audience is called **voice** _____.
 - a] premonition
 - b] preparation
 - c] position
 - d] projection
- 3] A formal speech should contain **three** parts: the introduction, the body, and the _____.
 - a] concussion
 - b] conservation
 - c] conclusion
 - d] connection