

Name: _____

Date Started: _____ Date Completed: _____ Score: _____

Learning Activity Sheet
Oral Language at Work

A. Complete the following statements by writing the correct term in the blanks provided. Choose from the options inside the box.

Mental	Public Speaking	Verbal	Visual	Vocal
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1. _____ is delivering a speech in front of an audience in a formal or informal manner.
2. _____ segment looks into performance anxiety and techniques like visualization.
3. _____ part expresses the importance of speech patterns and techniques like limiting the mumbling of words.
4. _____ segment deals with the use of appropriate words and correct diction which are understandable and appropriate to the audience.
5. _____ portion assists the speaker to familiarize himself/herself with the audience and the topic, his/her posture, proper attire, and eye contact with the audience.

B. Examine the following statements. Write True if you think that the statement is correct; if False, change the underlined word to make the statement true. Write your answer on the space provided before the each number.

1. _____ 1. Rehearsal is the key to a good speech.
2. _____ 2. Your voice should stay monotonous when speaking in public and carefully apply gestures.
3. _____ 3. The speaker's personality, eye contact with the audience, voice, and gestures determine the quantity of a speech.
4. _____ 4. Demonstrate eye contact to make your audience believe what you are saying. Remember that your mouth speaks, but your eyes communicate.
5. _____ 5. Level with your audience, meaning your speech must be simple, direct, and communicative. The message must be clear by using concrete examples.