



Name: _____
Date Started: _____ Date Completed: _____ Score: _____

Learning Activity Sheet Hearing One's Voice

A. TRUE or FALSE. Read the statements carefully. Write TRUE if the statement is correct and FALSE if it is wrong.

- _____ 1. Oral report is a presentation of a written report through listening.
- _____ 2. Communication skills plays an important role in communication.
- _____ 3. A verbal delivery is a component of speech that includes clear language.
- _____ 4. In improving communication skills, knowing the characteristics of an effective listener is important.
- _____ 5. Language is defined by Webster's dictionary as a "system of words, their pronunciation and the methods of combining them used and understood by a large group of people."

B. Prepare for an oral report by completing the checklist below. Write what is necessary to do when reporting orally.

The first item serves as an example. 10 points.

| Checklist for Oral Report Preparation | |
|---------------------------------------|------------------------------------|
| ✓ | 1. Review your resource materials. |
| | 2. |
| | 3. |
| | 4. |
| | 5. |
| | 6. |