

Kovach_Communications 2nd Period_Off-Site Learning Packet Day 9

Giving Oral Reports

Directions Below are details you should remember when giving an oral report. Some words are missing. Fill in each blank with a word that correctly completes each sentence.

1. Sometimes you may give an oral summary of your _____ report.
2. Always act _____ in what you are saying.
3. _____ at the people you are speaking to.
4. The people listening will think that what you are saying is _____.
5. Usually, it's not the information that makes the report fail but the _____ someone gives the information.
6. Your audience will be distracted if you do not use correct _____.
7. They also will be distracted if you do not _____ words correctly.
8. One way to eliminate errors is to _____ your report and listen for your mistakes.
9. Remember to speak loudly and _____.
10. A report is meaningless if the people listening to you cannot hear or _____ what you are saying.
11. It is also important that you be well _____.
12. A speaker who seems _____ makes the audience feel that what he or she is saying might not be true.
13. The more times you _____ and rehearse your report, the less nervous you will be.
14. The way you dress is important, so you should be neat and _____.
15. If people become distracted by your _____, they may not listen to what you are saying.