

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
- pos
- ges
- voi
- auc
- pac
- voi



PREVIEW

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Try This

- 1] The **pu** _____.
 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