

1. Read the text and match the words in bold with the correct definition below.

- a) something that you say, giving your opinion about something or stating a fact
- b) the length of time that someone can keep their thoughts and interest fixed on something
- c) to continue for a long period of time
- d) an event, sometimes unpleasant or unusual

2. Put the sentences in the correct paragraphs.

- a) dragging down a speech with disconnected topics ☐
- b) You should be careful to keep your story short ☐
- c) Did you just do it or did you politely refuse? ☐
- d) the uncertainty can express a lack of confidence ☐
- e) don't end with an apology ☐



3. Decide if the following is True (T) or False (F). Correct the False statements.

- a) An unexpected speech is the same as an impromptu speech.
- b) It is a good idea to put your speech into 3 sections: the past, present and future.
- c) Most people can focus on your speech for a long time.
- d) You should wait for the responsible person to take over when you finish speaking.
- e) You cannot thank the audience as it shows a lack of confidence.