



Speaking and Listening Skills

Giving a speech can be exciting, but it can also be a little bit scary. If you are afraid to stand up and speak to a group, you are not alone. It is a very common fear, but one that you can overcome.

Speaking in public is a type of performing. You may already have experience with “performing” on the basketball court, in a band, in a play, or even with a group of friends. With planning and practice, you will be able to perform in front of people without being nervous.

The purpose of a speech is to share information or feelings about a topic. Being able to share your ideas clearly with others is a skill you will use now, in school and at home, and later, when you enter the world of work.

What’s Ahead

This chapter will help you plan, write, and present a speech of your own. You will also learn how to listen politely and effectively to other speakers.

- Planning Your Speech
- Creating Note Cards
- Writing Your Speech
- Practicing and Giving Your Speech
- Becoming a Good Listener

Speaking And Listening A Students Guide

Jiyuan Zhang



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