

Pre-Intermediate 1
Unit 1: Reading
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How to Give a Successful Public Speech

successful ≠ unsuccessful
success (n.) = being successful
public ≠ private

speech = lecture
give a speech = make a speech

How to give a successful public speech = The way we can give a successful public speech

Many well-educated people never speak in public. But anyone who can speak well in private conversation can learn to give a good public speech. Just remember three things: instruct, entertain, and inspire.

educate (v.) = teach
educated (adj.) = knowledgeable
well-educated (adj.) = very educated
in public ≠ in private

just = only
instruct = teach
entertain = amuse
inspire = motivate

When you instruct, speak briefly, slowly, and clearly. Don't speak too long. And don't speak too fast. Try to speak clearly and present ideas simply with good examples. Use humor whenever possible. Know about your audience and touch their emotions.

brief = short
briefly = in brief
present = put forward
humor = jokes
whenever possible = whenever it is possible

audience = listeners and viewers
touch their emotions = affect their emotions
affect = have an impact on
emotion = feeling

I gave my first public speech fifteen years ago. I wanted to impress my audience so I told them a lot of facts. I used big words and long sentences. I spoke quickly and seriously, and I didn't use any humor. My speech was a disaster.

impress ≠ disappoint
so = therefore
humor = jokes
disaster (n.) = complete failure

disastrous (adj.) = very bad, terrible
➤ *His speech was a disaster.*
➤ *His speech was disastrous.*

The next time I spoke, a friend helped me prepare my speech. This time I spoke much more slowly and clearly. I focused on the three ideas and gave lots of examples. I added humor and I spoke more sincerely and more emotionally. I included personal experiences and I used simple words. The applause was long and loud. When I sat down, I felt good. The audience gave me their time, and I gave them a speech to remember.

prepare = make something ready

- **help sb do sth** (American) => *His friend helped him prepare his speech.*

- **help sb to do sth** (British) => *His friend helped him to prepare his speech.*
- **help sb with sth** (American & British) => *His friend helped him with his speech.*

focus on sth = concentrate on sth

lots of = a lot of

add = include

sincerely = honestly

emotionally (adv.) = with emotions

applause (n.) = the clapping of hands

applaud (v.) = clap hands

The applause was long and loud. = The audience applauded him loudly for a long time.

a speech to remember = an unforgettable speech

Main Ideas:

- The people who speak well in private can learn to speak well in public.
- In our speech, we should instruct, entertain and inspire the audience.
- We should speak briefly, slowly, and clearly.
- We shouldn't speak fast and for a long time. Because when we speak fast, people can't follow and understand us and when we speak too long, people get tired and bored.
- Amuse people by telling them jokes if it is possible.
- We can touch the feelings of our audience by knowing about them.

Full Text:

How to Give a Successful Public Speech

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When you instruct, speak briefly, slowly, and clearly. Don't speak too long. And don't speak too fast. Try to speak clearly and present ideas simply with good examples. Use humor whenever possible. Know about your audience and touch their emotions.

I gave my first public speech fifteen years ago. I wanted to impress my audience so I told them a lot of facts. I used big words and long sentences. I spoke quickly and seriously, and I didn't use any humor. My speech was a disaster.

The next time I spoke, a friend helped me prepare my speech. This time I spoke much more slowly and clearly. I focused on the three ideas and gave lots of examples. I added humor and I spoke more sincerely and more emotionally. I included personal experiences and I used simple words. The applause was long and loud. When I sat down, I felt good. The audience gave me their time, and I gave them a speech to remember.

Sample Summary:

Anyone who can speak well in private can learn to give a good public speech by focusing on three things: instruct, entertain, and inspire. Speak briefly, slowly, and clearly, using simple words and humor. Know your audience and connect with their emotions.

The author's first speech was a failure because it was too fast, serious, and complex. With a friend's help, the author improved by speaking slowly, clearly, and emotionally, using humor and personal experiences. This approach led to a successful and memorable speech.

Source:

[Pre-Intermediate 1 \(anglophone.ir\)](http://Pre-Intermediate 1 (anglophone.ir))