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Individual Reading Pledge



I intend to read each page of my selected book.



I will allow myself the full opportunity to get to know my selected book by not allowing a movie or book notes to substitute for my reading.



I will schedule daily time for uninterrupted reading.



I will let my family and friends know of my scheduled reading time so that they will respect my commitment.



I will keep my book in a visible place so that I do not lose track of it.



I will read pro-actively by taking notes on my Document Details page so that I will have details to use when I write my report.



I will pace myself so that I can meet my book report deadline.



When I reach my goal of completing my book, I will celebrate by enjoying a special activity or giving myself a special reward.

As I read...



I will allow myself to enter the world of my characters.



I will try to understand the conflicts each character experiences.



I will mentally explore the reason the author wrote his/her book to determine the purpose behind the writing of the book.



I will be fair and not make a decision that the book is “good” or “not good” until I have completed the reading.



I will endeavor to expand my vocabulary as I read by looking up words I do not know.

Name

Date



Surviving an Oral Presentation

To Think About: What is your first reaction when you learn you will have to give an oral report? Check the description that best fits you.

_____ I enjoy giving oral reports in front of my classmates because I am a good speaker.

_____ I can give oral reports in front of my classmates, but I don't enjoy it.

_____ I would rather not give an oral report because I get too nervous.

To Do: Follow the steps below to improve your oral report skills.

Preparing the Report

Transfer information from your written report to the outline form on page 23. Use the outline to prepare the index cards to use as speaking prompts. Do not write every word from your report on the cards. Use key words or phrases.

Controlling Your Nerves

Public speaking can make some people very nervous. Try the following techniques to help you deal with nervousness:

- Breathe deeply before you begin to speak.
- Position your feet comfortably and don't "lock" your knees.
- Relax your hands so that you are not clenching your cards.
- Remember that you are not alone—your classmates will have to give oral reports, too.
- Practice your report beforehand for added confidence.
- Number your cards in case you drop them.

Perfecting Your Posture

Practice your posture in front of a mirror and check for the following:

- Stand tall (but not rigid) and think of yourself as a professional person speaking in front of a group of business people. Avoid slouching or leaning.
- Look at your audience, not at your cards or the floor. If making eye contact causes you to giggle or stammer, look at a point just above the audience's heads.
- Clothing can affect your posture, so wear clothing that makes you feel confident and comfortable on your oral report day.

Developing Your Voice

Practice giving your report to a friend or family member, or tape-record your presentation. Use the following questions to critique your delivery.

- Are your diction and enunciation clear? Can the listener understand your words?
- Are you speaking too slowly or too quickly?
- Will people in the row farthest from you be able to hear you?
- Are you repeating phrases or sounds that will be a distraction to your audience like "you know," "well," "um," and "uh"?

Food for Thought: Employment areas in which good public speaking skills are essential include education, business, broadcasting, performing arts, law, and politics.