



الكلية : الآداب

القسم : الترجمة

المرحلة : الاولى

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اسم المادة باللغة العربية : الاستيعاب الوجيز

اسم المادة باللغة الانجليزية : Selected Readings

اسم المحاضرة باللغة العربية: كيف تصنع خطاباً

اسم المحاضرة باللغة الانجليزية: How to make a Speech

## Chapter Nine

### How to make a Speech

#### Reading Passage: How to make a speech

- Why Know How to Speak?
- How to Pick a Topic
- How to Plan What to Say
- How to sound Spontaneous
- Brevity Is an Asset
- How Question Help
- The Crowd
- What about Stage Fright?

#### Comprehension exercise, page (86)

#### Building Vocabulary: Understanding Multi-Word Verbs

Multi-Word Verbs are made up of a verb and one or more other words.

These verbs have a special meaning which is different from the meaning of the individual words. For example, in the sentence below, the verb **talk out of** means convince taxes.

- Being able to speak well can mean **talking** the town council **out of** increasing your property taxes.

A phrasal verb is one type of Multi-word verb. A phrasal verb is formed with a verb + adverbial (e.g. fill in, turn on, bring up, work out).

**A phrasal –prepositional verb** is another type of multi-word verb. It is formed with a verb + adverbial + preposition (e.g. get out of, look forward to, come up with).

### **Reading Skills : Understanding text organization: Headings**

You can use headings to help you understand text organization – the structure of a reading passage. A heading is a small group of words that serves as a title for a paragraph or several paragraphs. Headings help you skim a reading to understand “ the big picture” or scan it to find specific information.

### **Words to Remember**

<b>Nouns</b>	<b>Verbs</b>	<b>Adjectives</b>
Audience	Adapt	Appropriate
Authority	Entertain	Exact
Cure	Organize	Ideal
Expert	Persuade	Sensible
Knowledge	Produce	valuable
Limit	Signal	
Mood		
Reaction		