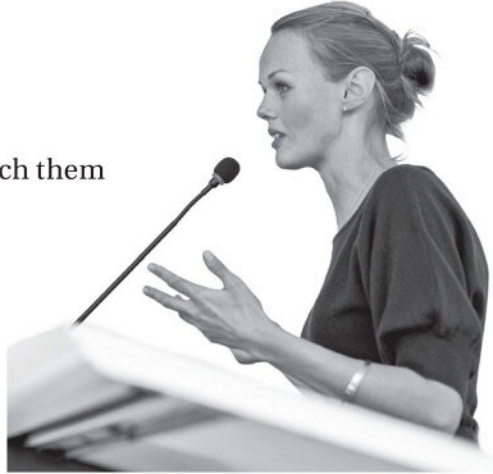


# 8.4 Speaking and writing

## Speaking giving a talk

1 8.6 ))) Listen to extracts A-D and match them to problems 1-4.

- 1 Talking too fast \_\_\_
- 2 Not practised for the talk A
- 3 Reading from notes \_\_\_
- 4 Boring, flat intonation \_\_\_



2a 8.7 ))) Listen to the improved versions of extracts A-D from exercise 1. Which part of the talk are they from?

Introduction: A and \_\_\_ Main body: \_\_\_ Conclusion: \_\_\_

b Complete the phrases with one word in each gap.

- 1 Firstly, I'm going to explain why there are so many distractions around us.
- 2 \_\_\_\_\_, I'm going to tell you about the three main distractions we have to deal with, ...
- 3 also and \_\_\_\_\_ I'm ... going to suggest ways of staying focused.
- 4 So we've \_\_\_\_\_ at the main distractions around us, ...
- 5 Now I'd like to \_\_\_\_\_ with a phrase from an American golfer ...
- 6 ... my name's Rashid and I'm going to \_\_\_\_\_ about choices.
- 7 Let's move \_\_\_\_\_ now to look at ...
- 8 ... the third and \_\_\_\_\_ thing you can do to deal with choices.

c 8.7 ))) Listen again and check.



## Writing taking notes

3 Match abbreviations 1-9 to words a-i.

- |         |                |
|---------|----------------|
| 1 conn  | a distractions |
| 2 curts | b focused      |
| 3 distr | c urgent       |
| 4 foc   | d connected    |
| 5 h/day | e hours a day  |
| 6 mob   | f curtains     |
| 7 ppl   | g mobile       |
| 8 prof  | h professional |
| 9 urgt  | i people       |

4 8.8 ))) Listen and complete the notes with abbreviations from exercise 3.

### DISTRACTIONS

#### Intro:

- Why so many?
- 3 main <sup>1</sup> distr
- ways of staying <sup>2</sup> \_\_\_\_\_

#### Main body:

- Everything <sup>3</sup> \_\_\_\_\_ -  
<sup>4</sup> \_\_\_\_\_ <sup>24</sup> <sup>5</sup> \_\_\_\_\_ →  
 disaster work / studies
- 1 <sup>6</sup> \_\_\_\_\_ around you: talk later
  - 2 Outside noises: put up <sup>7</sup> \_\_\_\_\_
  - 3 Alerts on <sup>8</sup> \_\_\_\_\_: turn off sound!

#### Conc:

<sup>9</sup> \_\_\_\_\_ golfer Tom Kite: 'You'll always find a distraction if you're looking for one.'

#### I can ...

	Very well	Quite well	More practice
use prefixes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
give a talk.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
make notes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>