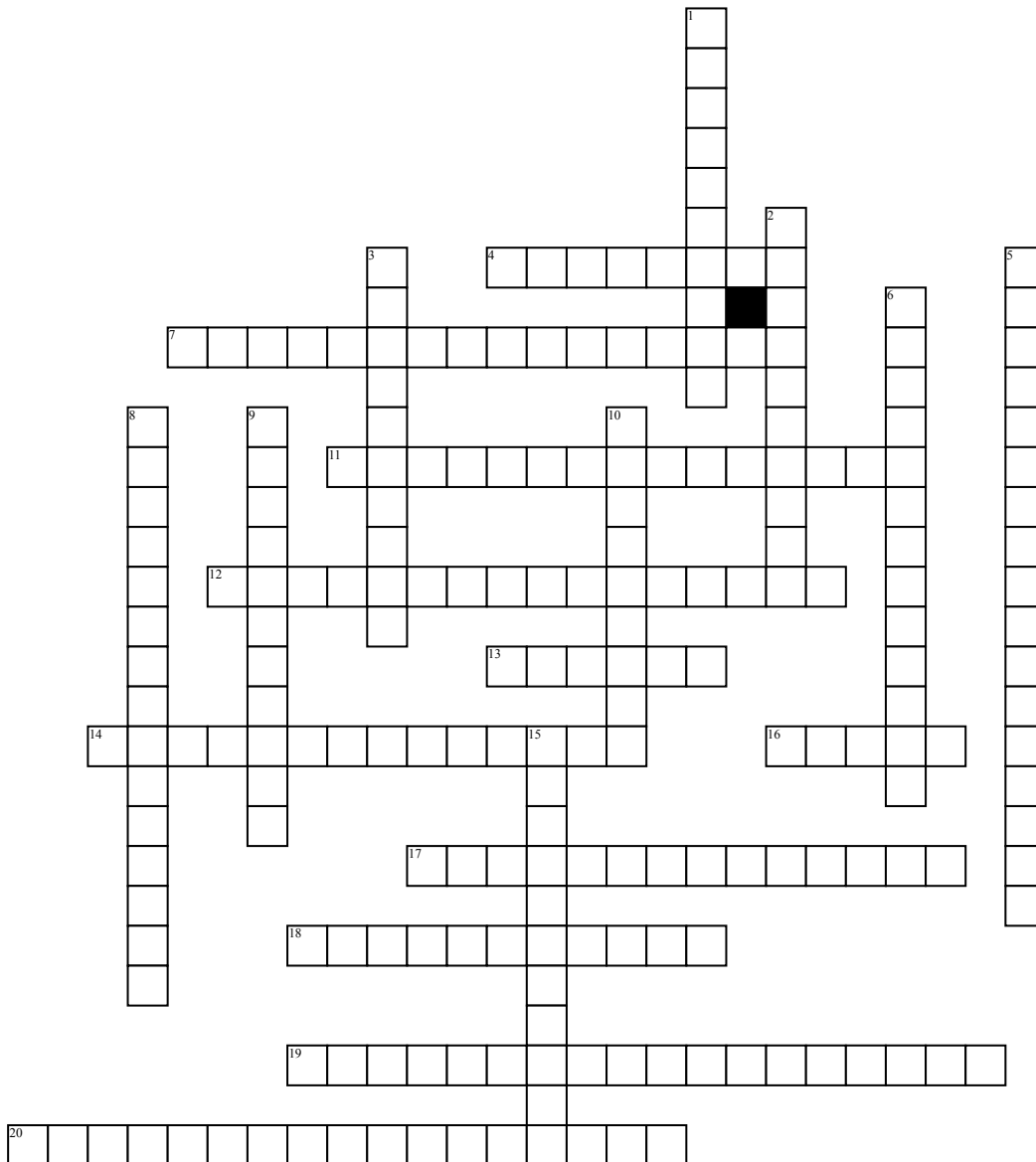


Chapter 13: Preparing Your Speech



Across

- 4.** the fourth step in the process of preparing a speech, in which you practice a presentation on your own and in front of others, inviting feedback for improvements.
- 7.** a process of identifying important characteristics about audience members, and using this information to prepare a speech.
- 11.** speech that entertain, celebrate, commemorate, or inspire.
- 12.** direct accounts, straight from the original source.
- 13.** the fifth step in the process of preparing a speech, in which you adapt the speech based on the feedback you received while rehearsing.
- 14.** the process of preparing and delivering a message to an audience to achieve a specific purpose.

- 16.** the first step in preparing a speech, in which you determine the purpose of your speech, choose the topic, and consider to adapt it to your audience.
- 17.** when preparing a speech, your reason for giving the presentation.
- 18.** the specific content you will present.
- 19.** works that analyze and interpret primary resources.
- 20.** attends out of self-interest or to fulfill some personal need.

Down

- 1.** misrepresenting others' works as your own.
- 2.** speech that reinforces or change listeners' attitudes and beliefs and may motivate them to take certain actions.
- 3.** a drawing showing connections among related ideas.

- 5.** free Web-based services that let you save, organize, and keep brief notes about your online resource.
- 6.** a creative problem solving strategy that involves coming up with as many ideas as possible in a defined period of time.
- 8.** listeners are required to attend a presentation.
- 9.** speech that educates your audience about a topic, describe an object, demonstrate how something works, or explain a concept.
- 10.** the third step in the process of preparing a speech, in which you develop your speech structure and main ideas, arranging them into a coherent and engaging presentation, and plan any visual aids.
- 15.** the second step in preparing a speech, in which you plan a research strategy, conduct research, and evaluate the resources found.