Elocution | Answers 2

Beginner practice

Complete the worksheet first. These are model answers; other natural, relevant answers may also be correct.

1. A: Please place the book on the desk.

2. most

3. A calm pace helps the listener.

4. Possible answer: Please use a clear voice and stress the key words.

5. Model: The reading club meets on FRIDAY. / Please bring one short story. / We look forward to hearing your ideas.

Self-check: Is my meaning clear? Did I use full sentences? Is my language polite? Read your answer aloud and try again.

Elocution | Answers 2

Intermediate practice

Complete the worksheet first. These are model answers; other natural, relevant answers may also be correct.

1. Possible response: Good morning. Please place the book on the desk. Thank you for your time.

2. Use stress to show the most important word. Accept any relevant extra detail.

3. Possible meaning: Speaking steadily and calmly makes the message easier to follow.

4. Possible response: Please use a clear voice and stress the key words. Accept any sensible supporting reason.

5. Model: The reading club meets on FRIDAY. / Please bring one short story. / We look forward to hearing your ideas.

Self-check: Is my meaning clear? Did I use full sentences? Is my language polite? Read your answer aloud and try again.

Elocution | Answers 2

Advanced practice

Complete the worksheet first. These are model answers; other natural, relevant answers may also be correct.

1. Audience: a new professional contact. Possible wording: Good morning, Ms Perera. Please place the book on the desk.

2. Possible response: A calm pace helps the listener. Let us practise it once before we begin.

3. It may sound rude, intrusive or unhelpful. Possible alternative: Please use a clear voice and stress the key words.

4. Possible question: Which word carries the main message? It helps me understand the person or agree on the next step.

5. Model: The reading club meets on FRIDAY. / Please bring one short story. / We look forward to hearing your ideas. Possible difficulty: a listener is unsure. Calm response: Let me explain that another way.

Self-check: Is my meaning clear? Did I use full sentences? Is my language polite? Read your answer aloud and try again.