

英语四级写作经典范文：成功演讲十秘诀 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/453/2021_2022__E8_8B_B1_E8_AF_AD_E5_9B_9B_E7_c83_453668.htm 演讲之前感到些许紧张是自然的，这表明你渴望把事情做好。不过，过度紧张会适得其反。本文将向你介绍一些控制紧张情绪，进而使演讲达到预期效果的方法。 10 Tips for Successful Public Speaking
Know the room. Be familiar with the place in which you will speak.

Arrive early, walk around the speaking area and practise using the microphone and any visual aids. Know the audience. Greet some of the audience as they arrive. It ' s easier to speak to a group of friends than to a group of strangers. Know your material. If you ' re not familiar with your material or are uncomfortable with it, your nervousness will increase. Practise your speech and revise it if necessary. Relax. Ease tension by doing exercises. Visualize yourself giving your speech. Imagine yourself speaking, your voice loud, clear, and assured. When you visualize yourself as successful, you will be successful. Realize that people want you to succeed. Audiences want you to be interesting, stimulating, informative, and entertaining. They don ' t want you to fail. Don ' t apologize. If you mention your nervousness or apologize for any problems you think you have with your speech, you may be calling the audience ' s attention to something they hadn ' t noticed. Keep silent. Concentrate on the message not the medium. Focus your attention away from your own anxieties, and outwardly toward your message and your audience. Your nervousness will dissipate. Turn nervousness into positive

energy. Harness your nervous energy and transform it into vitality and enthusiasm. Gain experience. Experience builds confidence, which is the key to effective speaking. A Toastmasters club can provide the experience you need. [242 words] 行文点评 本文从十个方面以提建议的方式向人们介绍了在演讲中克服紧张的方法。从演讲前的准备工作到演讲后的积累经验，结合演讲的各个环节进行分析，不仅具有针对性并且符合逻辑顺序。文章语言平实，通俗易懂，采用第二人称的叙述手法，使文章更加具有亲和力，让读者保持一个轻松的心态。文章构思精巧，按照演讲的程序分别提出建议，循序渐进，充实而具体。

好文妙译 成功演讲十秘诀 熟悉场地。争取熟悉你要在那里发表演讲的环境。提早到达并巡视讲台，练习使用麦克风和其他辅助视觉设施。熟悉听众。在听众进入会场时向他们致意。向一群朋友演讲总比对一群陌生人演讲来得容易些。熟悉你的讲稿。如果你不熟悉你的稿子或者对它不满意，你的紧张感就会增强。练习一下你的演讲稿，并且做必要的修改。放松自己。做些准备活动松弛紧张的神经。设想你自己演讲时的情景。想象你自己在侃侃而谈，声音洪亮、吐字清晰、充满自信。倘能设想自己成功，你就一定会成功。要意识到在场的人们希望你成功。听众希望你的讲话趣味盎然、催人向上、旁征博引且风趣幽默。他们不愿看到你把事情搞砸。不要道歉。假使你说到你的紧张或为讲稿中到不妥的地方表示歉意，你就可能是在提醒听众注意一些他们其实并未意识到的东西。对此绝口不提就是。集中注意力在内容上，而不是形式。把你的注意力从内心的焦虑上解脱出来，转向外在的演讲内容和听众。然后你的紧张感就会逐渐消失。把

紧张转化为积极的动力。要控制你的紧张情绪并把它变为活力和热情。积累经验。经验会带来自信，而自信正是演讲取得成效的关键。加入司仪俱乐部你就能学到你需要的经验。

词汇斟酌 revise vt. 修订，修改，复习 tension n. 紧张，紧张状态 visualize vt. 想象，设想 stimulating vt. 刺激的，激励的 informative a. 提供知识的，增长见识的 entertaining a. 愉快的，有趣的 dissipate vi. 消散，消失 vitality n. 活力，生命力 toastmaster n. 司仪，主持人 佳句临摹 【注释】 be familiar with 熟知，通晓 【临摹】 I am of course familiar with your work. 我当然熟悉你的工作。 【注释】 call one's attention 吸引某人的注意力 【临摹】 Don't disturb by his behavior, he just try to call our attention to him. 别受他干扰，他只不过是引起我们的注意罢了。 【注释】 harness 原意是“上马具”，引申为“控制，掌握” 【临摹】 If you can harness your energy, you will accomplish a great deal. 如果你能控制你的精力，你将获得巨大成功。 【注释】 transform into 改变，转化 【临摹】 A thick, fibrous fog had transformed the trees into ghosts and the streetlights into soft, haloed moons. 浓密厚重的雾使树木看起来像鬼魂，街灯看起来像是带着柔和光晕的月亮。 If you wish to succeed, you should use persistence as your good friend, experience as your reference, and prudence as your brother and hope as your sentry. 如果你希望成功，当以恒心为良友，以经验为参谋，以谨慎为兄弟，以希望为哨兵。 思如泉涌 Experience more than sufficiently teaches that men govern nothing with more difficulty than their tongues. 经验给我们太多的教训，告诉我们人类最难管制的东西，莫过于自己的舌头。 100Test 下载频道开通，各

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