

六级写作经典范文及点评：如何做好发言 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/461/2021\\_2022\\_\\_E5\\_85\\_AD\\_E7\\_BA\\_A7\\_E5\\_86\\_99\\_E4\\_c84\\_461460.htm](https://www.100test.com/kao_ti2020/461/2021_2022__E5_85_AD_E7_BA_A7_E5_86_99_E4_c84_461460.htm) 演讲或发言是自我展示的机会，几乎所有人都有可能在某个时候被要求做或长或短的发言。怎样成为一个能吸引听众的演说者呢？

How to Give a Good Speech

We are all called upon to make a speech at some point in life, but most of us don ' t do a very good job. Here are some suggestions on how to give a good speech. First of all, it is important to plan. Do your homework. Find out everything you can about your subject. And, at the same time, find out as much as you can about your audience. Who are they? What do they know about your subject? Do they have a common interest? Why are they coming to hear you speak? Put yourself in their shoes as you prepare your speech . Just remember: be prepared. Know your subject, your audience, and the occasion. Let us suppose that you have been asked to introduce the main speaker at a meeting. First, find out the most important and interesting things about the speaker. Then, summarize this information in a few words. Remember, you are not the main speaker. you are introducing the main speaker. If you are giving a lecture or explaining an idea, gather as many facts as you can on your subject. Spend plenty of time doing your research. Then spend plenty of time organizing your material so that your speech is clear and easy to follow. Use as many examples as possible, and use pictures or charts if they will help you make your points more clearly. Never forget your audience. Don ' t talk over their heads, and don

' t talk down to them . Treat your audience with respect. They will appreciate your thoughtfulness. If you follow these simple steps, you ' ll see that you don ' t have to be afraid of public speaking. In fact, you may find the experience so enjoyable that you ask to make more speeches! You ' re not convinced yet? Give it a try and see what happens. [ 301 words ] 行文点评 文章条理清晰，简单易懂。全篇文章采用总分总的结构，来解决问题How to give a good speech。从第二段到第四段作者具体提出了几点建议，且每一个分论点都位于段首。在第二段中，作者用first of all先指出做好发言首先要做计划，接着用整段的篇幅举例说明需要计划的内容。第三、四段指出在不同的场合需要注意不同的问题。最后一段总结全文。文章本身就是一份优秀发言稿的范例。

好文妙译 如何做好发言 在生活中，我们都会碰到这样的时  
候：被邀请做一个发言。然而，我们中的大部分人都做不好这件事。关于如何做好发言，下面给大家提几点建议。首先，做计划这一点相当重要。发言之前做好充分准备，对你发言的主题尽可能地了解。同时，还要尽可能地了解你的听众，他们是什么人?他们对你发言的主题有怎样的了解?他们是否有共同的兴趣?他们为何来听你发言?当你准备发言稿的时候，别忘了站在他们的角度考虑考虑。请你记住，一定要准备充分。对发言的主题、听众、以及场合要心中有数。假设你要在一次会议上介绍主要发言人。首先，你应该发掘出关于那位发言人最重要、最有趣的事情。然后用几句话来概括挖掘到的相关信息。请记住，你并非主要发言人；你的职责是介绍那位主要发言人。假如你要做一个讲座，或讲解一种观点，务必围绕主题收集尽可能多的材料。要花大量的时间

进行研究。此后，还要花大量时间将材料有条理地整合在一起，以便使你的发言清晰易懂。尽可能多地使用例证，为了使讲解更为清晰，必要时可使用图片或图表。要始终把听众记在心上。不要高谈阔论，超出他们的理解范围，也不要以居高临下的口气对他们说话。尊重你的听众，他们会感谢你的体贴。只要你按照这些简单的步骤来做，你便会发现在公共场合发言并不可怕。事实上，你甚至会觉得这种经验是一种享受，还希望有更多的发言机会呢！你还将信将疑吗？那么，试一试这个方法，看看会怎样。 词汇斟酌 summarize v. 总结 pictures or charts 图表 thoughtfulness n. 体贴，考虑周到

convince vt. 使确信，使信服 佳句临摹 【注释】 put/in oneself in sb ' s shoes (设想)处于某人的地位或处境 【临摹】 I wouldn ' t like to be in your shoes if they find out what You ' re doing.要是人家发现你现在干的这件事，我可不愿想象你得有多倒霉。

【注释】 talk down to sb 以居高临下的口气说话 【临摹】 Now that he is at university, he talks down to all his relatives.他现在算是大学生了，对亲戚讲话竟是一律带上高人一等的口气。思如泉涌 Speaking without thinking is shooting without taking aim. 讲话不经考虑犹如无的放矢。 A bird is known by its note, and a man by his talk. 闻其歌知其鸟，听其言知其人。 Talking mends no holes. 空谈无补。 100Test 下载频道开通，各类考试题目直接下载。 详细请访问 [www.100test.com](http://www.100test.com)