

## L3 How to Make an Effective Speech

### 課文翻譯

世界上有一半的人胸中有物卻無法暢所欲言；另一半的人言之無物卻滔滔不絕。任何想成為傑出演說家的人，都必須知道該如何適切地表達自我。你有興趣讓自己作一場成功的演講嗎？如果答案是肯定的，那麼有五個演說的基本要素你應該列入考慮。

- 一、事先妥善準備。妥善準備顯然是最重要的一項要素。你每一篇演講要練習幾遍呢？基本的準則是：每一個小時的演講，你應該花上三十個小時左右來準備及演練。利用錄音機或用攝影機拍下自己演練的過程。這有助於你更精確掌握自己演說的樣子。
  - 二、投入演說。找機會在演講中加入個人的例子和故事。要確定你的故事有助於強調或支持演說的論點。這些故事必須呼應你所要傳達的訊息，你也可以使用私下和（或）職場上的親身經歷來闡明論點。不論是哪一種情形，主動藉由和聽眾分享來讓自己變成演說的一部分。
  - 三、保持輕鬆。要想保持輕鬆，你就應該好好準備演講。還有，專注在你要表達的思想而非聽眾身上。善用手勢，包括走路的儀態。練習演講的開場白並且確實設想好你要怎麼表現，聽眾在他們初見你的三十秒內就已經對你做出了評價。
  - 四、自然運用幽默感。不要硬是想成為演出單口相聲的諧星。運用自然的幽默感，拿說過的話或做過的事幽自己一默。千萬不要開任何一個在座聽眾的玩笑。當你自我解嘲，聽眾都會跟著你笑，但是要適可而止。
  - 五、設計肢體動作與手勢。你在練習演講的時候，要留意可以運用姿勢的時機。預備三個站立的位置，然後再決定要如何以及演講到哪一個時機點的時候來進行走位。分別選擇一個在講台正中央、一個在自己右側、一個在自己左側的位置。不要躲在講台後面。你在移動的時候，也要一直注視著聽眾。
- 成功的演說最要切記的一點就是及早準備。連最小的細節都要注意到是非常重要的。你再怎麼準備，永遠也不嫌多。畢竟常言道：「疏於準備的人，就準備失敗。」

### 單字例句翻譯

1. compose  
Water is composed of hydrogen and oxygen.

水由氫和氧所組成。

Mozart began to compose at a very young age.

莫札特很小的時候就開始作曲。

composer

Mozart is one of the greatest composers in history.

莫札特是史上最偉大的作曲家之一。

2. element

What is the key element of a successful relationship.

成功關係的關鍵要素是什麼？

elementary

The course is composed of elementary, intermediate, and advanced levels.

這門課程包括初級、中級和高級。

3. consider

They are considering buying a bigger house.

他們正考慮買間大一點的房子。

Yilan is considered one of the most beautiful places in Taiwan.

宜蘭被公認為台灣最美的地方之一。

considerate

It's so considerate of you to remember my birthday.

你能記得我的生日，真是體貼。

4. prepared

Raising a puppy is a big commitment. Are you prepared to walk it every day?

養小狗是很大的責任。你做好每天帶牠去散步的準備了嗎？

preparation

We need to buy a tent in preparation for our camping trip.

我們需要買一個帳篷為我們的露營做準備。

Peter is involved in all the preparations for the drama competition.

彼得參與戲劇比賽所有的準備工作。

prepare

Citizens of that country are working together to prepare for the upcoming Olympic Games.

那個國家的公民動員起來為即將來臨的奧運做準備。

I am preparing lunch for my brother and sister.

我正為我哥哥和妹妹準備午餐。

5. general

Being attentive in class is the general rule of a good student.

上課專心是好學生要遵守的通則。

She has written two biology textbooks as well as a book about science intended for a

general audience.

她著作有兩本生物學教科書，以及一本為一般讀者而寫的科學書籍。

generally

Ruby generally finishes her homework before dinner.

露比通常在晚餐前就完成作業。

general

General Lee was someone who fought bravely even though it was likely that he would lose the battle.

李將軍總是勇敢奮戰，即使他可能會戰敗。

6. rehearsal

Her play is in rehearsal; opening night is two weeks away.

她的戲劇正在排練中；離開幕夜只剩兩星期了。

The rehearsals for the play were not going well.

這齣戲的排練並不順利。

rehearse

To impress the audience, the team rehearsed their play dozens of times.

為了讓觀眾印象深刻，該劇組已經排練他們的戲碼好幾十次了。

7. videotape

Vincent suggested to Ruby that she videotape herself during rehearsals.

文森建議露比在排練的時候要將自己的樣子錄下來。

videotape

You don't see videotapes very often these days. Most movies are in a DVD format.

錄影帶現在已經不常見了，大部分的電影都是用DVD 格式儲存的。

8. accurate

Can you give me an accurate answer to my question?

你可以針對我的問題，給我一個精確的答覆嗎？

accurately

As long as you give me the numbers, I will do the calculations accurately.

只要你給我數字，我就能正確地算出結果。

accuracy

Nobody can predict with accuracy what the weather will be like in the next century.

沒有人能算準下一個世紀的天氣會是如何。

9. personal

Matthew's office was broken into last night and many of his personal belongings were stolen.

昨天晚上馬修的辦公室被人闖入，他很多私人物品都被偷了。

Mind your own business. My personal life is not your concern.

管好你自己就行了。我的私生活與你無關。

impersonal

the way Winston deals with things is remote and impersonal.

溫斯頓處理事情的方式冷漠且不近人情。

10. point

Miss Chen encourages us to use personal experience to support our points.

陳老師她鼓勵我們用個人經驗來支持我們的論點。

The point of my pencil is too dull; I need to sharpen it.

我的鉛筆筆尖太鈍了，我必須要把它削尖。

Our team needs two more points to win the game.

我們這隊還需要兩分才能贏得比賽。

11. professional

As a professional speaker, Dr. Power makes hundreds of speeches a year.

身為專業演講者，包爾博士每一年做數百場演講。

Professionally

All of the dancers on stage performed professionally.

所有舞台上的舞者都是專業演出。

profession

Jessica's father is a computer engineer by profession.

潔西卡的父親職業是電腦工程師。

12. audience

The audience was impressed with the pianist's performance.

觀眾對這位鋼琴家的表演印象深刻。

13. stay

She stayed calm and courageous despite all the struggles she faced.

儘管面臨重重難關，她還是保持冷靜和勇敢。

Ted and Nancy have stayed friends for twenty years.

泰德和南西已經當了二十年的朋友。

I have to stay after school and help Miss Chen clean up the classroom.

我放學後必須留下來幫陳老師打掃教室。

14. relaxed

Jeff walked onto the stage with a relaxed smile and waved to his fans.

傑夫帶著輕鬆的笑容上台和粉絲揮手。

relax

Her face relaxed into a smile when she heard the good news.

當她聽到這則好消息時，她的臉色緩和下來，出現笑容。

After working out she stretches to relax her muscles.

健身之後，她會做伸展運動來放鬆肌肉。

relaxation

I'm looking forward to a quiet evening of rest and relaxation.

我期望有個能休息和放鬆的寧靜夜晚。

For some people, cooking is a pleasant relaxation.

對有些人來說，烹飪是個愉快的消遣。

15. focus

If you don't focus, you are never going to get this project done.

如果你不集中注意力，永遠也別想完成這項計畫。

The doctor asked Celine to focus her mind on answering his questions.

醫師要席琳將心思專注於回答他的問題上。

focus

Would you please explain to us the focus on your project?

你能向我們解釋貴計畫的重點嗎？

16. including

**Teresa speaks several languages, including English, Spanish, French, and Chinese.**

泰瑞莎會說數種語言，包括英文、西班牙文、法文和中文。

17. opening

An impressive opening of a speech usually grabs the audience's attention.

讓人印象深刻的演講開頭，通常會引起聽眾的注意。

This T-shirt is too small—I can't even fit my head through the neck opening!

這件T恤太小了——我連頭都穿不出領口！

18. natural

**The more you practice, the more natural you look when you deliver a speech.**

你愈常練習，演講時看起來就愈自然。

naturally

**Plants grow naturally in such a good climate.**

植物在如此好的氣候下，能自然地生長。

nature

Both of Kathy's twin girls have very sweet natures.

凱西的一對雙胞胎女兒個性都非常討喜。

Tina is proud and selfish by nature.

蒂娜生性驕傲自私。

19. poke

**Sam, stop poking your sister in the arm!**

山姆，不要再戳你妹妹的手臂了！

**Rose poked two holes in the sack to see through it.**

蘿絲在袋上戳了兩個洞，好從袋子裡看出來。

20. overdo

If you overdo your body language, you look unnatural.

如果你的肢體語言過多，就會顯得不自然。

21. occasion

It was a pity that Peggy did not dress appropriately for the occasion.

很可惜佩琪穿著在那個場合中顯得不得體的服裝。

occasional

According to the weather forecast, there will be occasional showers this afternoon.

根據氣象報告，今天下午會有陣雨。

occasionally

The couple goes to the beach occasionally.

這對夫妻偶爾會去海邊。

22. establish

The company was established in the 1980s.

這一家公司創立於一九八〇年代。

establishment

The establishment of this foundation will enable low-income families to receive funds for childcare.

這個基金會的創立將使低收入戶能獲得兒童托育的專款。

23. overplan

To make your speech perfect, you can never overplan.

為了讓演講完美，你再怎麼準備，永遠也不嫌多。

The boss told her secretary not to overplan her wedding.

老闆告訴她的祕書不要過度籌辦她的婚禮。

24. failure

Failure in one speech contest should not stop you from trying again.

演講比賽中的一次挫敗，不應該成為你再接再厲的阻礙。

fail

Sometimes you'll try something new and you'll fail, but you shouldn't give up.

有時候你會做新的嘗試卻不成功，但是你不應該放棄。

Peter passed his engineering class, but failed German.

彼得的工程學這門課及格了，但是德文卻不及格。

## Idioms and Phrases

1. by far

Tracy is by far the ost outstanding student in the class.

崔西很明顯是班上最優秀的學生。

2. give of oneself

Peter gave of himself by sharing some personal stories in his speech.

彼得藉由分享一些個人的故事，讓自己更投入演講。

3. make one's point

Kevin made his point in a very persuasive way.

凱文很有說服力地表達他的看法。

4. poke fun at

Nobody likes Nelson because he always pokes fun at others.

因為尼爾森老是嘲笑別人，所以沒人喜歡他。

5. eye contact

Don't forget to have eye contact with the audience when you give a speech.

演講時別忘了要注視聽眾。