Topic 4 Worksheet 3

Study environment

Use the table below to look at some examples and to list the different situations in the study environment in which you need to use your voice effectively:

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| --- | --- | --- |
| **situation** | **purpose** | **method & formality** |
| to answers questions in class | to show or share knowledge | verbally, no notes or tech needed, informal |
| to deliver a presentation | to show or share knowledge | Powerpoint/prezi/Sway; formal |
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How could the work environment be different? Complete the following table with your ideas. An example has been done for you.

Work environment

|  |  |  |
| --- | --- | --- |
| **situation** | **purpose** | **method & formality** |
| to answer questions from a guest | to give information | verbally, perhaps tech/brochures needed; formal |
| to chair a meeting | to share knowledge and give feedback | Powerpoint/agenda items; formal |
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