

Before reading, what do you think the title of the chapter means? What do you think the author is going to suggest and explain?

Although the example given in the first paragraph is dated and seems removed from our experience (and has some difficult words), what is Carnegie's main point?

In the section labeled "**Limit your subject**," how does Carnegie support his point that a speaker should try to address just one or two points? What's wrong with having a lot of information?

What's a subject you know a lot about?

Name 2-3 things about that subject that you think would be good talking points?

**Develop Reserve Power:** Write down the key questions one must consider when preparing a talk (first paragraph)?

How much more information should you gather about your topic than you really need? Write a real quote from the text:

How and why does that help you? Use specific reference to this section of the reading to support your ideas (examples, quotes, main ideas, etc.).

### Fill Your Talk with Illustrations and Examples

In this section, Carnegie highlights 5 ways to build your talk by connecting to your audience. Each is named below. In the middle column, define each. In the third column, show that you read carefully by citing an example from the text:

How to use illustrations and examples	Define this	Example of how Carnegie explain the point
Humanize your talk		
Personalize your talk		
Be specific: Fill your talk with details		
Dramatize your talk by using dialog		
Visualize by demonstrating what you are talking about		

### Use Concrete, Familiar Words that Create Pictures

This section is about using specific and descriptive words to engage the listener's attention. After reading the section, give a creative example of how you can create a visual image of the words given here to allow your reader to see the *exact* thing you're talking about. Make the word not *generic*, but a *specific* image with sights, sounds, smells, touches, and, if possible, tastes. Put your answer in a sentence. An example is given:

Man: His gray stubbled beard brushed scratchily on his worn woolen scarf. When he spoke, his rough, raspy voice sounded harsh and too loud, but his eyes twinkled kindly, and everyone around him listened.

Car

School

Lunchroom

Book