

Transcript Generated By VST With Use Of Profile



We are now ready to begin the real-time recorder skills examination

following is five minutes of dictation of 180 words per minute

ready begin

the day has finally arrived

today is the day that you have been waiting for

today is the day that you have been so excited about

you have become so eager that you have been almost sick with anticipation

you have spent time getting prepared

you have done your homework

you have ask yourself whether this event would actually happen

you wondered why you agreed to put yourself through this

this was really something you thought you wanted to tackle

you honestly believe that you should do it

you do have enough knowledge to pull it together

you are as qualified as you need to be

you really were invited to be here

they truly think you are the appropriate person for this job

at this moment you are thinking of 1 million other things you could be getting done or dreaming of a dozen other places you could have gone

you might've spent the afternoon enjoying the beach

you could have taken a hike in the mountains

maybe you would finally read that highly recommended book

Realtime Exam May 2009 180 WPM

Page 1 of 4

VST With Profile
Sample #2

you could have caught up on correspondence or taking yourself to a movie

you might have a conversation with your best friend

but none of these activities will be accomplished now

you made a commitment and now you have to follow through

yes today is the day you are scheduled to deliver a speech

two of the top fears of many people are dying and having to speak in public in fact people are so intimidated by public speaking it might appear that they would rather die than give a speech there is no avoiding it

at some point in life almost everybody will have to give a speech or an oral presentation

we are going to go through a few details to help you survive the big moment

first remember that the audience is on your side

that's the good news

people are sacrificing their time and maybe even their money and they really want you to be excellent

they will stay on your side for approximately 30 seconds

you have that much time to get and keep their attention

do not assume that they expect you to fail

that is incorrect so how do you keep them interested even past that first 30 seconds you must look the part dress comfortably but professionally and look like you know what you're doing

smile

looked him in the eye

show emotion

move around if you can't

keep changing your position

stand and walk forward speak loudly and then softly

these serious and funny you

remember hearing that you should pick one friendly face in the audience and look at them

if you do that person will think that you are going to ask them out to eat later

do not only look at one person

look around the whole room

may contact with as many individuals in the room as possible

as previously mentioned the first 30 seconds have the most impact

you should begin by sharing a story or a quote or something that will grab attention unless you have a very funny joke don't begin with one

if you use a bad story the audience will stop listening

stay on time but don't make it obvious that you are checking the clock

if you are getting off your schedule don't invite questions

drop one of the stories you are thinking about sharing

retained the major objectives you were expecting to talk about

if you need to fill additional time invite somebody to share an experience they had or allow people to ask questions

think about the physical space you are in

there are several items you can check before you start that will put your mind at ease

learn how to turn the microphone on or off and how to remove it from the stand or clip it onto your clothes

practice moving around the area while rehearsing your talk

if you are planning to include a laser pointer or a projector make certain you know how to operate it

checked your PowerPoint to make sure they're in the proper order

if you are giving statistics include them in a handout

give up materials only as you refer to them so that people do not stop listening to read the notes

if you recite them you will board the audience

don't read your speech only actors or professional speakers can read full sentences and make the language sound like regular talking

to look people in the eye

the friendly major speech address the following ideas

this is where I started

this is where I am currently

this is how I arrived here

this is where I am going to

practice using a tape recorder or in front of friends and family

avoid putting your hands inside your pockets or leaning on anything

do not face the board or screen

if you are really nervous when you start stretch her body wiggle your toes and breathe deeply

remind yourself that you know more about the subject matter than the people who are listening

remember that of millions of talks a handful of been excellent more than double that number were terrible and the rest fell somewhere in between

after you finish your first presentation you may decide that you like it and you may want to do it again really

