# Talk Style Sort

Match each presentation plan to its audience and style.

**6.1.S.3** "Students will give formal and informal presentations in a group or individually, organizing information and determining the purpose, content, and form to suit the audience."

NAME _____ DATE _____

### FORMAL PRESENTATION

Use a formal presentation when your audience expects a prepared, orderly talk. Choose careful words and details that support your purpose.

A carefully organized speech about ancient coins for museum visitors uses dates and labeled sections.

### INFORMAL PRESENTATION

Use an informal presentation when your audience expects a relaxed talk. You can use everyday words and leave room for people to respond.

A spontaneous demonstration of card magic for cousins includes playful remarks and audience guesses.

## 1 SORT

8 items

Circle FORMAL or INFORMAL for each plan; then, in Part 2, choose two numbered items and explain how you knew where each belongs.

| | | |
|---|---|---|
| **1.** | A planned report on local air quality for the school board, with data and an introduction. | FORMAL INFORMAL |
| **2.** | A quick show-and-tell about a new board game for friends, with jokes and questions. | FORMAL INFORMAL |
| **3.** | A casual recap of a skateboard trick for teammates, with slang and interruptions. | FORMAL INFORMAL |
| **4.** | A rehearsed speech about library hours for the principal, with reasons in order. | FORMAL INFORMAL |
| **5.** | A prepared explanation of how bees pollinate flowers for a science fair audience, with clear steps. | FORMAL INFORMAL |
| **6.** | A structured update on a class fundraiser for parents, with totals and a closing summary. | FORMAL INFORMAL |
| **7.** | An off-the-cuff talk about a favorite song for a lunch group, with relaxed words and questions. | FORMAL INFORMAL |
| **8.** | A planned safety briefing for new students, with rules in a clear order. | FORMAL INFORMAL |

## 2 PROVE IT

Explain your thinking

Pick two items from Part 1. For each one, tell how you knew where it belonged.

**ITEM #** _____ **HOW I KNEW** _____

**ITEM #** _____ **HOW I KNEW** _____

## 3 MAKE YOUR OWN

One of each

In Part 3, write one new formal presentation plan and one new informal presentation plan; name the audience and describe how you would speak.

**FORMAL**

**INFORMAL**

**CHALLENGE**

Choose one topic and write two one-sentence presentation plans, one formal and one informal; name each audience and show how your talk would change.

ANSWER KEY

# Talk Style Sort

GRADE 6 · 6.1.S.3

## PART 1 · SORT

| # | ITEM | CATEGORY | WHY |
|---|---|---|---|
| 1 | A planned report on local air quality for the school board, with data and an introduction. | **FORMAL** | The report is planned and uses data for a school board audience. |
| 2 | A quick show-and-tell about a new board game for friends, with jokes and questions. | **INFORMAL** | The talk uses a relaxed style suited to friends. |
| 3 | A casual recap of a skateboard trick for teammates, with slang and interruptions. | **INFORMAL** | The speaker uses casual language and allows interruptions. |
| 4 | A rehearsed speech about library hours for the principal, with reasons in order. | **FORMAL** | The speech is rehearsed and organizes its reasons for the principal. |
| 5 | A prepared explanation of how bees pollinate flowers for a science fair audience, with clear steps. | **FORMAL** | The explanation is prepared and presents steps in order. |
| 6 | A structured update on a class fundraiser for parents, with totals and a closing summary. | **FORMAL** | The update follows a structure and includes precise information. |
| 7 | An off-the-cuff talk about a favorite song for a lunch group, with relaxed words and questions. | **INFORMAL** | The unplanned talk uses relaxed language and invites questions. |
| 8 | A planned safety briefing for new students, with rules in a clear order. | **FORMAL** | The briefing is planned and organizes rules clearly for its audience. |

## PART 2 · PROVE IT

Accept any explanation that names the deciding feature from the rule box for the chosen item.

## PART 3 · MAKE YOUR OWN (SAMPLE ANSWERS)

- **FORMAL**: I will give a prepared talk about saving water at a town meeting, using facts in a clear order.
- **INFORMAL**: I will tell my friends a funny pet story in a relaxed way and invite their questions.

**Challenge:** For the school committee, I will give a formal talk about biking to school, using safety facts in a clear order. For my friends, I will give an informal talk about biking to school, sharing my own ride and inviting questions.

For Part 2, accept explanations that point to specific clues in the plans, such as preparation, word choice, organization, or room for questions. For Part 3, accept new plans that fit their stated audiences and styles.