Say It Right

Choose language and delivery that fit a formal school presentation.

8.C.2.A.iii "Deliver collaborative and individual formal and informal interactive presentations This includes: Using language and vocabulary appropriate to the audience, topic, and purpose..."

NAME _____ DATE _____

READY FOR A FORMAL PRESENTATION

These words or delivery choices fit a serious school audience. They are clear, respectful, and easy to understand.

"Please consider funding new library computers."

NEEDS REVISION

These words or delivery choices do not fit a formal school audience. Change them to be clearer, more respectful, or easier to hear.

"Whoa, our volcano blew up huge!"

1 SORT

8 items

Read each presentation choice, then circle FORMAL or REVISE.

1.	"Good afternoon. I will explain our proposal to add water refill stations."	FORMAL REVISE
2.	Speak at a steady pace so listeners can follow each point.	FORMAL REVISE
3.	"This plan is totally awesome, and you guys will love it."	FORMAL REVISE
4.	Use a calm, confident tone while sharing results.	FORMAL REVISE
5.	Mumble the statistics while looking at the floor.	FORMAL REVISE
6.	Talk extra fast so the presentation ends sooner.	FORMAL REVISE
7.	"According to our data, the change could reduce cafeteria waste."	FORMAL REVISE
8.	Use a volume that reaches people in the back row.	FORMAL REVISE

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

Write one new FORMAL example and one new REVISE example for a formal school presentation.

FORMAL _____

REVISE _____

CHALLENGE

Choose one REVISE item. Rewrite it for a formal presentation, then add a brief direction for tone, volume, or pace. Deliver your revised words aloud to a partner acting as a formal school audience. Use appropriate vocabulary, clear pace, respectful tone and audible volume. Ask what the listener understood and which delivery choice helped; answer a question, then adjust and repeat if needed. Record brief feedback.

Say It Right

PART 1 · SORT

#	ITEM	CATEGORY	WHY
1	"Good afternoon. I will explain our proposal to add water refill stations."	**FORMAL**	Respectful greeting and clear, topic-specific language fit a formal presentation.
2	Speak at a steady pace so listeners can follow each point.	**FORMAL**	A steady pace helps an audience understand the speaker.
3	"This plan is totally awesome, and you guys will love it."	**REVISE**	Slang and overly casual wording do not fit a formal school presentation.
4	Use a calm, confident tone while sharing results.	**FORMAL**	A calm, confident tone is appropriate for presenting results.
5	Mumble the statistics while looking at the floor.	**REVISE**	Mumbling makes the information hard to understand.
6	Talk extra fast so the presentation ends sooner.	**REVISE**	Speaking too quickly prevents listeners from following the ideas.
7	"According to our data, the change could reduce cafeteria waste."	**FORMAL**	The statement uses precise, evidence-based language.
8	Use a volume that reaches people in the back row.	**FORMAL**	A clear, audible volume helps the whole audience hear.

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**: "The committee recommends planting shade trees near the playground."
- **REVISE**: "This field trip is gonna be epic!"

Challenge: Item 3: "This plan offers several benefits for students." Deliver it in a clear, steady voice.

Classifications: FORMAL, FORMAL, REVISE, FORMAL, REVISE, REVISE, FORMAL, FORMAL. Accept supported reasons and accurate new examples. Observe actual formal delivery and a listener exchange: check audience/topic/purpose fit, understandable pace, tone and volume. A written direction alone is insufficient; allow rehearsal and accessible support.