

## Challenge Station on Text Types

How is a speech usually structured? Write the correct letters in the boxes. Then choose the best answer for each question by blackening the circle.

A. Conclusion

B. Introduction

C. Greeting

D. Body

1. Good afternoon Principal Wong, teachers and students,

2.

I am Miss Leung, the school's social worker. It's [ ? ] to give a speech here. Today, I'm going to share some tips on making small talk with people you meet for the first time. Do you have difficulties in finding the right topic to initiate your first conversation with them?

I think all of you've had the experience of meeting new people. Since first impressions matter, it's better to talk about something light before you get to know more about each other. Films, celebrities, sports and hobbies are all interesting topics for discussion. However, you may want to avoid talking about sensitive topics like politics and religion, on which any two of you may have vastly different views and stances. This may lead to debates, disagreements or even conflicts. You won't want to argue with your new friend, [ ? ]?

3.

In the meantime, when people are talking, it is vital to pay attention in order to show that you are listening. You can also ask some questions to keep the conversation going.

Small talk allows you to interact and build relationships with others as it enables a casual exchange of personal information, such as one's interests. That's why it marks the beginning of nearly every friendship!

4.

I hope that my tips are helpful to you and give you more confidence in communication. Remember, if you still have any problems about friendships or any other subjects, you can always find me in Room 304. Thank you!

5. The '?' in line 2 can best be replaced by '\_\_\_\_\_'.  
 A. a golden opportunity       B. my pleasure

6. \_\_\_\_\_ of paragraph 2 is its topic sentence.

A. The first sentence       B. The second sentence

7. The '?' in line 13 can best be replaced by '\_\_\_\_\_'.  
 A. don't you       B. will you