Fundamentals of Business Communication © 2012 Chapter 12: Giving Presentations

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Across

1. Large graphic elements that accompany the presentation.

3. Printed materials distributed to the audience; also called leave-behinds.

6. The rise and fall in the pitch of your voice.

9. Presenting an audience with visuals to explain how something works or is done.

10. The expression of nonverbal messages through gestures, facial expressions, and other body actions or posture.

11. A speech, address, or presentation given to a group.

12. Clearly and distinctly pronouncing syllables and sounds.

13. The highness or lowness of a sound.

14. Used during presentations to keep track of where you are in the presentation and to remind yourself of points should you forget anything.

Down

2. A comparison of two unlike things based on a particular aspect each have in common.

4. Information about a group of people.

5. An individual's interpretation that is dependent on personal views, experience, and

background.

7. Speech that is delivered with the same intonation, stress, pitch, and volume.

8. Changing the emphasis of words by raising and lowering your voice.