

The book was found

Pocket Guide To Public Speaking



Synopsis

This brief and practical book offers immediate help in preparing and delivering all kinds of oral presentations. It covers the five elements of the speech process and includes guidelines, supporting examples, and practical exercises to reinforce the skills being learned. Chapter topics provide an overview of public speaking, and then outline the methodical process that is the key to effective speaking—research, organization, text, graphics, and delivery. For engineers, sales executives, human resources personnel, scientists, and anyone who wants to build confidence speaking in front of an audience.

Book Information

Paperback: 108 pages

Publisher: Pearson; 1 edition (June 1, 2001)

Language: English

ISBN-10: 0130415448

ISBN-13: 978-0130415448

Product Dimensions: 5.9 x 0.8 x 8.9 inches

Shipping Weight: 7.2 ounces (View shipping rates and policies)

Average Customer Review: 3.0 out of 5 stars— See all reviews— (1 customer review)

Best Sellers Rank: #898,926 in Books (See Top 100 in Books) #385 in Books > Textbooks > Communication & Journalism > Speech #726 in Books > Reference > Words, Language & Grammar > Public Speaking #758 in Books > Reference > Words, Language & Grammar > Speech

Customer Reviews

I bought this book as a textbook, so it wasn't a pleasure reading article. Knowing that, it did fine for the class and was easy to read. If I didn't have to buy it for a class, it would still be a good book for reference, but it's not my favorite reading topic.

[Download to continue reading...](#)

A Pocket Guide to Public Speaking Pocket Guide to Public Speaking A Pocket Guide to Public Speaking, 4th Edition The Manual to Online Public Records: The Researcher's Tool to Online Resources of Public Records and Public Information Tarascon Pocket Pharmacopoeia 2010 Deluxe Lab-Coat Edition (Tarascon Pocket Pharmacopoeia: Deluxe Lab-Coat Pocket) Toastmasters Secret: A Practical Guide to Become a Competent Communicator in Public Speaking Speak Up!: An

Illustrated Guide to Public Speaking Communication Skills Training: A Practical Guide to Improving Your Social Intelligence, Presentation, Persuasion and Public Speaking: Positive Psychology Coaching Series, Book 9 Communication Skills: A Practical Guide to Improving Your Social Intelligence, Presentation, Persuasion and Public Speaking (Positive Psychology Coaching Series Book) (Volume 9) Ministry of Public Speaking (Crazy Christians and Large Frozen Fish) Como Comunicarnos en Publico [Public Speaking]: Con Poder, Entusiasmo y Efectividad Public Speaking: Finding Your Voice (10th Edition) The Art of Public Speaking with Media Ops Setup ISBN Lucas Public Speaking for College & Career, 10th Edition A Concise Public Speaking Handbook (4th Edition) The Art of Public Speaking with Connect Access Card Public Speaking: An Audience-Centered Approach (9th Edition) Public Speaking: The Evolving Art (with MindTap™ Speech Printed Access Card) Public Speaking: Finding Your Voice (9th Edition) The Art of Public Speaking, 9th Edition

[Dmca](#)