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the very thought of standing up in front of and then addressing an audience is sufficient to fill most people with blind terror whether it s to be a wedding speech a work presentation or simply proposing a toast yet speaking effectively in public is a skill that can be learned like any other this volume aims to teach the techniques and tips needed to overcome nerves and become an effective speaker whatever the situation this volume details practical techniques needed to plan write and present any speech successfully advice and hints on speeches for a wide variety of occasions from family gatherings to formal social or business events a useful selection of quotations organized by subject a list of the different forms of address and references to where to find inspiration on the world wide it also includes checklists and practice examples help build confidence quickly

the unique audience centered approach of this top selling text emphasizes that success in public speaking depends on how listeners interpret the message public speaking an audience centered approach brings theory and practice together in an understandable and applicable manner its distinctive and popular approach emphasizes the importance of analyzing and considering the audience at every point along the way with marginal icons highlighting audience related discussions this model of public speaking serves as a foundation as the text guides students through the step by step process of public speaking focuses their attention on the importance and dynamics of diverse audiences and narrows the gap between the classroom and the real world this affordable books a la carte plus edition features the exact same content from our traditional textbook in a convenient notebook ready loose leaf format allowing students to take only what they need to class as a bonus the books a la carte plus edition is accompanied by a full color laminated study card that s a perfect tool to help students prepare for exams plus an

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