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# 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

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## 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.

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