



## Public Speaking: The Essential Guide (Paperback)

By Anthony Galvin

NEED2KNOW, United Kingdom, 2013. Paperback. Condition: New. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.More people are afraid of public speaking than of dying. Yet with proper preparation giving a speech is not difficult. Anyone can learn to speak effectively. This guide lets you in on the secrets of writing a good speech, and unlocks the power of body language. You will learn how to prepare your speech, and how to deliver it with power and conviction. You will also find advice on how to control your nerves and overcome your fears. Whether you are Best Man, delivering a sales pitch, or just saying a few words at a meeting, it pays to be well prepared. You will discover how to deliver your message in a powerful way, using humour, your own personal stories, and targeted research to support your ideas. No matter what your level of experience you will find useful hints and helpful information in this essential guide to public speaking. Chapter headings: First Steps Structuring Your First Speech Opening and Closing Body of the Speech Presentational Skills Visual Aids and Other Gimmicks Humour Nuts and Bolts Memorising Weddings Work Speeches Other Speeches Taking it...



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