

## Speak with Confidence: A Practical Guide (9th Edition)

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## Reviews

*Complete guide for publication fanatics. It is full of knowledge and wisdom You will not really feel monotony at at any time of your respective time (that's what catalogues are for about should you question me). (Arely Dare)* 

## SPEAK WITH CONFIDENCE: A PRACTICAL GUIDE (9TH EDITION)



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Pearson, 2003. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: 1. I Just Can't Wait to Take This Course. 2. Your First Talk: I'd Like to Introduce Myself. 3. You Don't Have to Say It to Convey It. 4. You Can Overhear, but You Can't Overlisten. 5. Make It Clear, Concise, Correctand Cohesive. 6. Know Your Listeners and Speak Their Language. 7. Selecting a Topic and Doing Research. 8. Putting It All Together. 9. Delivering Your Speech. 10. Let's Be Informative. 11. Let's Be Persuasive. 12. Show and Tell.Adding Sight to Sound. 13. Saying a Few Words.Very Few! 14. Let's Meet and Discuss It. 15. What Do You Say After You Say "Hello"? Appendix A: Speeches to Study. Appendix B: Suggested Speech Topics. Appendix C: Common Sexist Words and Phrases and Suggested Nonsexist Alternatives. Appendix D: Some Commonly Mispronounced Words. Glossary.

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