



Speak Easy: Principles and Practices of Public Speaking. 3rd Custom Edition

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Fear is a strong obstacle to public speaking for many people. Numerous books have been written to address this concern, but most of them present the information in a traditional, theoretical manner. This book is different, as its presentation is inviting. Speak Easy uses an outline format to provide students and teachers with a unique instructional tool. As the professor uses the outlined lectures as a basis for class, proper speaking techniques are modeled while simultaneously allowing students to see the components of each speech in outline format. Students can even be assigned a chapter to teach as an exercise in presentation skills. The conciseness and clarity of the book facilitates learning the fundamentals of speech as it allows students to focus on speech components without sacrificing textbook learning. Each page reinforces the structural components of a good speech. Chapters in part one cover the basic principles of great speech making. Chapter topics in part one include: a brief history of public speaking, communication anxiety, ethics, communication model, listening, constructive feedback, and freedom of expression. The topics in part two cover the writing of speeches. Chapter topics in part two include: audience analysis, topic selection, organization, evidence, argumentation and reasoning, and conducting library research. In part three, topics cover the delivery of speeches. Chapter topics in part three include: language, delivery, visual aids, and impromptu speaking.

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