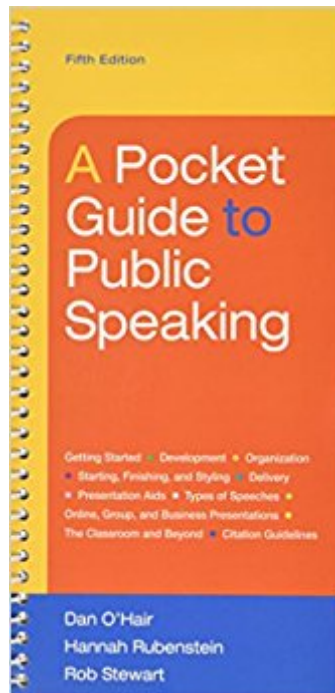




The book was found

Pocket Guide To Public Speaking 5e & LaunchPad (Six Month Access)



Synopsis

Offers practical coverage of all the topics and skills that you need to give polished speeches and presentations in your speech class and beyond. This edition includes essential advice on using digital tools and presenting online.

Book Information

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Words, Language & Grammar > Public Speaking #59 in Books > Reference > Words, Language

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Communications

Customer Reviews

Dan O'Hair is Professor and Chair of the Department of Communication at the University of Oklahoma. He received his Ph.D. in 1982 from The University of Oklahoma in communication. He has published over forty articles in business and communication journals and has authored and edited six books focusing on communication. O'Hair has served as a consultant to numerous businesses, government agencies, and non-profit organizations. He is the former president of the El Paso chapter of the American Society for Training and Development and has served on the editorial board of five communication journals including the Journal of Business Communication and is the current editor of the Journal of Applied Communication Research. He is principal investigator and course administrator for the Department of Defense's Joint Course in Communication, an intensive eight-week course in advanced communication study. HANNAH RUBENSTEIN is a writer and editor who has used her academic training in communication (MA, Fairfield University) to guide her collaborations on A Pocket Guide to Public Speaking (Bedford/St. Martin's 2004). Public Speaking: Challenges and Choices (Bedford/St. Martin's, 1999) and other successful college texts. She heads her own communication firm, Hedgehog Productions. Rob Stewart is a Microsoft Solutions Specialist

for CDW Berbee and has eight years of experience implementing Microsoft's Enterprise Project Management toolset in the private, public, and government sectors. Prior to joining CDW Berbee, he was the Director of Information Technology for a leading software development company based in W. Michigan. --This text refers to the Hardcover edition.

It has some very useful tips and tricks for public speaking. I used it for a college course and it made giving speeches pretty comfortable. This 3rd edition is very similar to the 4th edition! Overall a good book, great for beginners who wish to improve their speaking skills.

If you have doubts about doing a successful speech or even for giving a presentation whether for class, work, or some event I TOTALLY UNDERSTAND YOUR FEELINGS. I have read this book in its entirety several times over and over, it is an absolutely FABULOUS little guide that's EXTREMELY HELPFUL. It contains chapters on building an outline for persuasive or even informational presentations, has hints on combating anxiety, and sample outlines to help you on your way. I used it for school having to conduct an informative speech on communication apprehension and then for my senior capstone presentation to an audience of professionals, in both instances I got an 'A'. I LOVE THIS BOOK, TRUST ME YOU WILL TO!

great summary of subject matter

Not super helpful for the class that I was taking but it's a cheap reference book. Not sure when I would ever reference this book though.

To be honest, I was very intimidated with the size of the book. My impression of this book was "what can this book cover on public speaking?" But I was wrong. It is the first time for me to take up public speaking and having this book was a requirement. Upon reading it, it filled me with great knowledge on public speaking. Concise, brief, and an absolute fun to read! Sometimes, I forgot it's actually a textbook.

A simple and very useful guide. I use it to teach a Public Speaking course for adults.

Great purchase! Definitely worth the price

Took a speech class and this was the textbook. The teacher said she used this book because it was a great book and great for a reference down the road, plus it was cheap! I can respect an instructor like that. This book is great and I am keeping this one for reference down the road.

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