



The Speaker's Handbook

Jo Sprague, Douglas Stuart, David Bodary

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Helping you build your public speaking skills for a variety of contexts, **THE SPEAKER'S HANDBOOK**, 11e covers the entire process of preparing, organizing, developing, and delivering a speech-making it the ideal resource for beginning and experienced speakers alike. The handbook's comprehensive coverage emphasizes ethics, reasoning, audience analysis, and diversity throughout. Each chapter is designed to stand alone so you can easily refer only to the sections you need. Vivid graphics help illustrate key concepts like public speaking anxiety. Recent speeches from beginning speakers as well as public figures-including President Obama's commemorative speech on the death of Nelson Mandela-give you relevant speech models to analyze. In addition to valuable tips and advice, the handbook is packed with hands-on activities to give you plenty of practice and Checklists to help you review what you've learned.

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