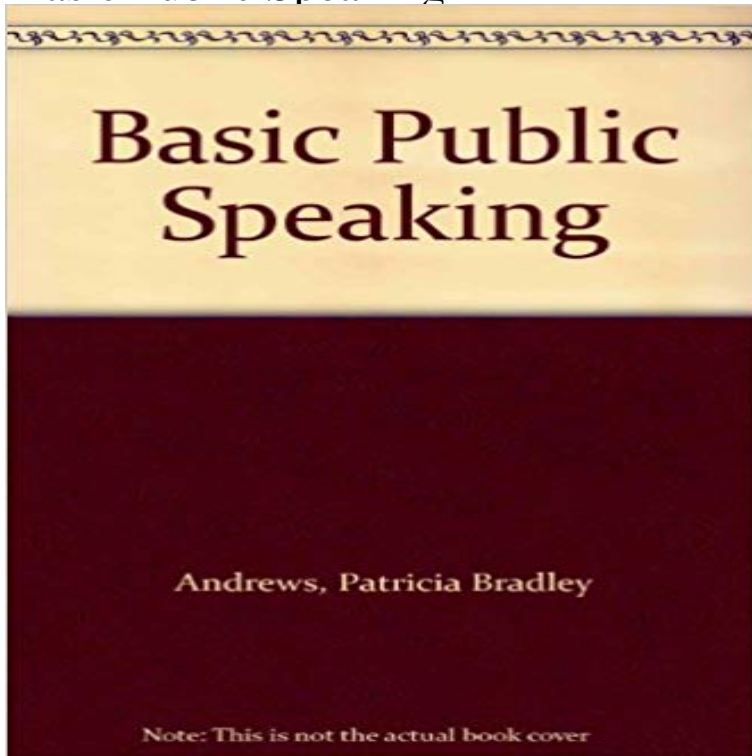


Basic Public Speaking



A presentation of the fundamentals of effective public communication, which divides the topic into several very manageable and attainable subject areas. Those areas include: choosing the subject and purpose of a speech; strategies for overcoming communication barriers; looking at listening habits and patterns; overcoming speech anxiety; organizing the speech for maximum effect; gathering supportive materials and finally, speech delivery. Also includes an appendix of sample speeches. Originally published in 1985 by Harper and Row.

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