

<<演讲与口才>>

图书基本信息

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内容概要

This Pocket Book , How to Develop Self-Confidence and Influence People by Public Speaking , has been edited to appeal to the “ reading ” public. It contains many of the words of wisdom that have helped our students to achieve their goals. In re-reading the book carefully in the past few months , I realize how many wise rules it contains for overcoming fear and gaining self-confidence , Practical techniques and suggestions are added to those rules that will help everyone to meet people as individuals or as groups , and to talk with them effectively。

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书籍目录

Chapter1.Developing Courage and Self-Confidence2.Self-Confidence Through Preparation3.How Famous Speakers Prepared Their Addresses4.The Improvement of Memory5.Essential Elements in Successful Speaking6.The Secret of Good Delivery7.Platform Presence and Personality8.How to Open a Talk9.How to Close a Talk10.How to Make Your Meaning Clear11.How to Interest Your Audience12.Improving Your DictionAppendix:Speech Building with Exercises

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章节摘录

Play Solitaire with Your Notes You were advised in the last chapter to make notes. Having gotten your various ideas and illustrations down on scraps of paper , play solitaire with them-toss them into series of related piles. These main piles ought to represent , approximately , the main points of your talk. Subdivide them into smaller lots. Throw out the chaff until there is nothing but number one wheat left-and even some of the wheat will probably have to be put aside and not used. No one , if he works right , is ever able to use but a percentage of the material he gathers.

One ought never to cease this process of revision until the speech has been made-even then he is very likely to think of points and improvements and refinements that ought to have been made , A good speaker usually finds when he finishes that there have been four versions of his speech:the one that he prepared , the one that he delivered , the one that the newspapers said that he delivered , and the one that he wishes , on his way home , that he had delivered。

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