

<<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 forovercoming 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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