Public Speaking Handbook 3rd Edition

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now more than ever librarians need good communication skills they are no longer unseen collectors classifiers and cultural guardians information professionals are doing more public speaking at conferences in meetings classes book talks and countless other situations but many of them dislike even fear the thought of getting up in front of a group of people and giving a presentation librarians and other information professionals can find in this work help in overcoming their hesitation part one offers basic principles for better speech preparation and delivery discussing such topics as the importance of good listening skills to being a good speaker doing the necessary research beforehand applying organizational skills to a presentation engaging an audience practicing a presentation before actually giving it and putting oneself at ease among others part two discusses the specific situations in which librarians often have to communicate including interviews interpersonal communication library instruction meetings and presentations to large groups

providing a comprehensive survey of the empirical research theory and history of public speaking this handbook fills a crucial gap in public speaking pedagogy resources and provides a foundation for future research and pedagogical development bringing together contributions from both up and coming and senior scholars in the field this book offers a thorough examination of public speaking guided by research across six key themes the history of public speaking the foundations of public speaking issues of diversity equity and inclusion considerations of public speaking across contexts assessment of public speaking and the future of public speaking in the twenty first century the evidence based chapters engage with a broad discussion of public speaking through a variety of viewpoints to demonstrate how subtopics are connected and fraught with complexity contributors explore public speaking in education business and professional settings and political contexts and outline how skills learned through public speaking are applicable to interpersonal small group and business interactions reinforcing the relevance importance and significance of public speaking in individual interpersonal social and cultural communication contexts this accessibly written handbook will be an indispensable resource for public speaking instructors and program administrators it will also be valuable reading for communication pedagogy and introduction to graduate studies courses

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the woman s public speaking handbook addresses the challenges that are particular to women in the public speaking arena the handbook arms women with research and examples to help them understand common audience expectations and be prepared to successfully manage speaking situations and develop a public persona it endorses women s worth and abilities as public speakers and prescribes basic skills for inexperienced and anxious speakers authors address the traditional agonistic style of public speaking and the more consensual style that many women prefer the handbook s convenient small size wide margins assessments and at a glance information invite students to add annotations and make the handbook a personal reference tool

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