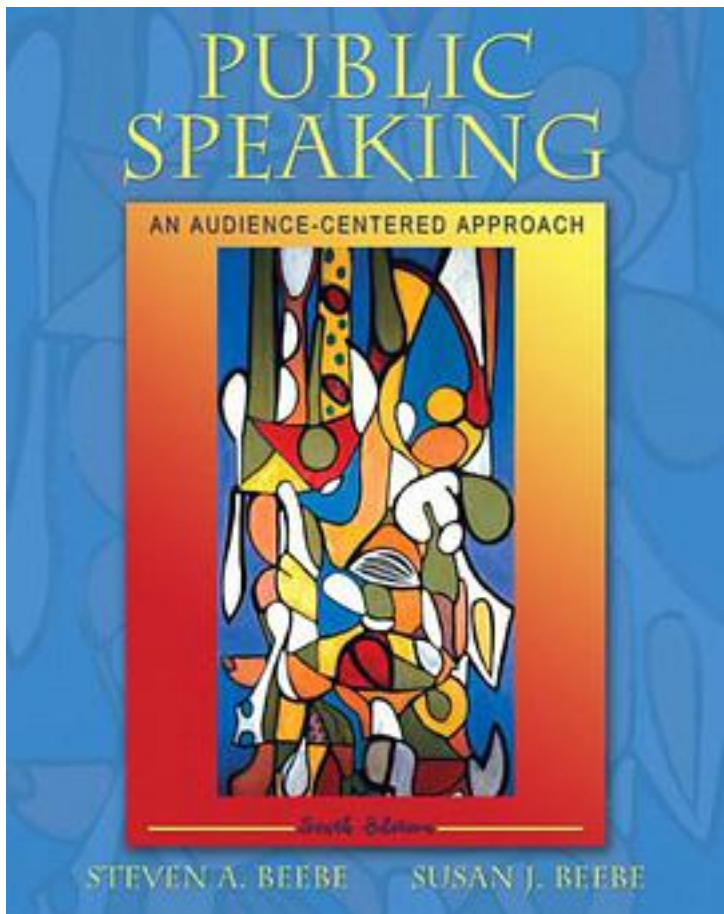


Public Speaking



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Why are you speaking, what is your purpose, your topic? Who comprises your audience and how will they be affected by your message? How will they react? What are supporting materials, where does one find them, and how does one incorporate them into presentations?

These questions and more are addressed in this accessible introduction to public speaking. The reader will learn all the tools of giving an effective public presentation, including how to put a speech together, how to choose supporting materials, and strategies for how one should look, sound, and act while delivering a speech. The book addresses different types of speeches and provides suggestions for how to cope with the fear of public speaking – and how to turn that fear to one's advantage.

Practical and useful, *Public Speaking: A Concise Overview for the Twenty-first Century* is a roadmap that helps its readers navigate the challenges of effectively conveying thoughts, ideas, and messages from one person to another.

作者介绍:

W.A. Kelly Huff is Lecturer in the Department of Speech Communication at the University of Georgia, and earned his Ph.D. from the University of Southern Mississippi. He is the author of *Regulating the Future: Broadcasting Technologies and Governmental Control* (2001) and has had work published in various journals including *Journalism and Mass Communication Quarterly*, *Journal of Radio Studies*, *Popular Music and Society*, and *History of the Mass Media in the United States*.

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