

Building a Speech

This book will soon have you standing up and speaking with confidence. Building a Speech using an inviting and conversational style, Metcalfe guides you step by step in acquiring public-speaking skills. He provides numerous opportunities for observing the presentations of others and for learning through personal experience. He also helps you overcome anxiety with a practical chapter on apprehension. Other highlights of this new edition include.

- Guidelines for incorporating Microsoft Power Point slides into your speeches
- Sample speeches with annotations that provide insights into both effective and ineffective speech-development techniques
- Group activities and Web-based exercises and resources that reinforce your speech-building skills

