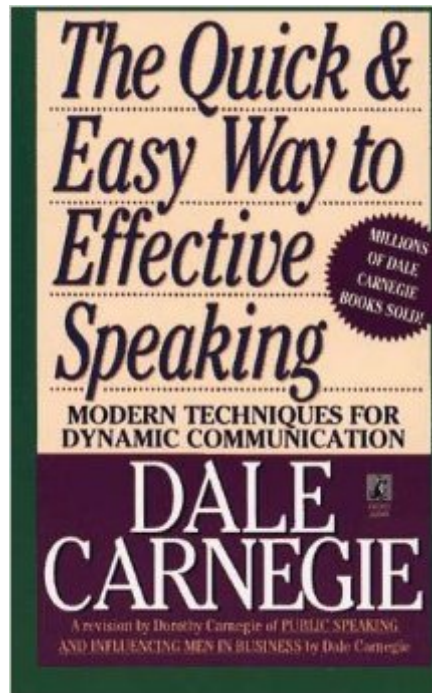


The book was found

The Quick And Easy Way To Effective Speaking



Synopsis

Now streamlined and updated, the book that has literally put millions on the highway to greater accomplishment and success can show you how to have maximum impact as a speaker--every day, and in every situation that demands winning others over to your point of view.

Book Information

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Average Customer Review: 4.3 out of 5 stars [See all reviews](#) (136 customer reviews)

Best Sellers Rank: #4,563 in Books (See Top 100 in Books) #5 in [Books > Reference > Words, Language & Grammar > Public Speaking](#) #5 in [Books > Reference > Words, Language & Grammar > Speech](#) #14 in [Books > Reference > Words, Language & Grammar > Communication](#)

Customer Reviews

This book has 14 chapters of examples and insight into public speaking. The author, who taught public speaking at seminars for 40 years, has learned a lot and communicates his ideals well in written form. I really envy those who had a chance to listen to his public speeches. That is the weakest part of this book, which the author admits. It doesn't matter how much you read about speaking, you have to go out and do it, or you can't get better. With that noted, this book does a great job at describing the speaking process. It starts by reviewing "the basics" and then divides his book into the special potential needs of its readers. At its core, this book tries to address the fears of its readers. It appears that public speaking strikes fear into more people, than anything else. If you are scared, you can't think well or express yourself clearly. Thus, if you can conquer your fear, you are on your way to giving a great speech. "Quick" discusses three things to do. First, be prepared. You can't talk intelligently about any topic, if you don't understand it. Second, try to speak to your interests. The more you care about something, the more interesting will be your speech. Third, remember your audience. Even if you love _____ (fill in the blank), you need to understand that your audience may not. Since, no speech is effective if you lose your audience, you have to

remember their needs. The other thing "Quick" does is give you good tips. Don't try to use them all at once. My advise, pick the one, or two you like the best and work on them. Once you perfect them, or decide you don't like them, try something else. For example, I like "Quick's" suggestions of using names when you tell a story.

The book has been reworked so many times and improved by the experiences of the Dale Carnegie Organization. That is what makes this book so good. This last revision by Dorothy Carnegie based on Mr. Carnegie's notes and plans is benefited by a strong editorial approach. The most important persistent advise is to talk about things you care about and are extremely knowledgeable about. Be excited about the subject or pick a new topic. Find every opportunity to speak and prepare for each one as a major opportunity. It tells how to limit your subject so that you have time to fill in the details that make it a winning talk. It guides you on how to personalize the speech and use words that have impact. The easy introduction to the methods of studying and understanding your audience are very important. It makes a good start on the field of audience participation. This book provides excellent advise on rehearsal. This book along with every other speaking book drives home the point that there is no such thing as a good impromptu talk unless you were very lucky. In reality you work on subjects and material with a plan to use it at some future time. When you are speaking there are many things to watch. If you speak impromptu on a new subject some thing is going to suffer. Introducing a speaker or presenting an award seems to stimulate reckless behavior much like the cutting desire to hurt people of newscasters. This book explains why this behavior is so short sighted. Having read a Dale Carnegie book decades ago, I put off reading this book for fear it would be full of positive thinking dribble. This book is completely straight forward in style. It is in textbook format, but it is extremely easy to read. The examples of actual students and successful speakers get a little shallow sometimes.

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