



Public Speaking Success in 20 Minutes a Day

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Public speaking is considered one of the highest causes of fear and stress for most people, yet it is practically unavoidable over the course of a lifetime. Weddings, religious occasions, funerals, banquets, sales presentations-these are just a few of the situations which require people to share words with a large group. This guide, a new addition to LearningExpress's best-selling 20 Minutes a Day series, is geared toward college students with course requirements to fulfill, recent graduates who are faced with the daunting task of interviewing for jobs, business people who need to improve their presentation skills, and ordinary people who find themselves called upon to speak in any of a vast array of public forums. The book takes the fright out of writing and giving speeches through easy-to-digest lessons that only take minutes per day. This guide, *Public Speaking in 20 Minutes a Day*, includes: Information on the different types of speeches Details on how to construct a meaningful and through presentation Advice on how to prepare visual aids that will add to your speeches Tips on how your appearance affects the way you are perceived Common errors people make when in front of a crowd A collection of famous and revered speeches from history Practically every college student in America today is required to take a course in public speaking. Traditional college textbooks can be very inexpensive for today's busy students. *Public Speaking in 20 Minutes a Day* bridges that gap between the student audience and the mass market, since virtually every adult is called upon to speak publicly from time to time-and those who are not experienced in that arena may need to find help. Since public speaking is a hands-on activity, it is best learned by doing. Sometimes all people need is a little motivation to put their pen to the paper, while creating a memorable speech. *Public Speaking in 20 Minutes a Day* is just the kind of tool that people who fear addressing a crowd could use to conquer their worries, while learning to eloquently deliver their lines. This compact tool is just what readers need to learn the basics skills of speechmaking and learn to communicate effectively in their form of speaking.

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