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**KEY=SOLUTION - BUCK SANTIAGO**

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## Creating Communication

## Exploring and Expanding Your Fundamental Communication Skills

*Rowman & Littlefield Publishers This book shows how to create communication that will improve personal relationships, enhance an individual's participation and leadership in groups, develop public speaking skills, and strengthen interviewing abilities.*

## Invitation to Public Speaking - National Geographic Edition

*Cengage Learning INVITATION TO PUBLIC SPEAKING was designed to provide you with solid public speaking skills that will serve you well. This text shows you the power and importance of public speaking in your life as well as in the community. This special National Geographic Learning edition includes dynamic and exciting stories and tips from young people who are committed to sharing their passion for conservation and learning, accompanied by spectacular National Geographic photographs. Speech-building help and examples of student speeches in every chapter help you understand the basic concepts so that you learn how to give successful speeches. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

## The Natural Speaker

*Routledge The Natural Speaker is a concise, practical, inexpensive, student-friendly guide to public speaking that explores the basic skills necessary to present a natural, effective, and rewarding speech to any audience. By providing a basic knowledge of speech construction, practice, and delivery, this book is designed to enhance and improve students' natural speaking strengths. Featuring a warm, simple, and humorous writing style, The Natural Speaker presents the fundamental concepts and skills required for effective speaking.*

## Effective Public Speaking

## The Art of Communication

## Improving Your Fundamental Communication Skills

*Rowman & Littlefield This third edition of The Art of Communication (previously titled Creating Communication) is a brief and practical introduction to speech communication. Emphasizing face-to-face communication, yet also addressing the role of technology and its influence on daily communication, Fujishin helps you develop greater understanding of how important communication skills are in your personal and professional life—and will inspire you to use these skills in ways that enlarge and improve the lives of others as well as your own. Fujishin employs a distinctively encouraging and conversational approach as he explains the basic communication skills necessary to improve in numerous contexts—including public speaking, small group, interpersonal, intercultural, leadership, interviewing, and technology-based communication. The result is an easy-to-read book that provides the tools to implement powerful changes in the ways you interact with others.*

# A Student Workbook for Public Speaking

## Speak From the Heart

*SAGE Publications A Student Workbook for Public Speaking: Speak from the Heart asks students to think critically about the speech-making process while building their mastery of the fundamental practical skills of public speaking through a series of exercises and activities. Nineteen brief chapters cover the essentials of public speaking including selecting a topic, researching your topic, organizing your topic, overcoming speech anxiety, and delivering informative, persuasive, and special occasion speeches. Each chapter includes a concise introduction to the most important skills and concepts related to each chapter topic, and offers opportunities for critical reflection on how to use each aspect of public speaking appropriately and effectively. Each chapter is paired with an activity, checklist, or worksheet that students may use to develop their speeches, assess their performance, and chart their progress in becoming competent public speakers.*

## Principles of Public Speaking

*Taylor & Francis Balancing skills and theory, Principles of Public Speaking, 19th Edition, emphasizes orality, internet technology, and critical thinking as it encourages the reader to see public speaking as a way to build community in today's diverse world. Within a framework that emphasizes speaker responsibility, listening, and cultural awareness, this classic book uses examples from college, workplace, political, and social communication to make the study of public speaking relevant, contemporary, and exciting. This edition opens with a new chapter on speaking apprehension, and offers enhanced online resources for instructors and students.*

## The Challenge of Effective Speaking

*Cengage Learning Completely integrated with NEW online tools that actively prepare students to create effective speeches and NEW brief in-text speech elements that address the way today's students learn, the 15th edition of THE CHALLENGE OF EFFECTIVE SPEAKING is a valuable teaching partner for your course. Pioneers in skills-based public speaking instruction, Verderber and Verderber have perfected their book's Speech Planning Action Steps, which resourcefully guide students through speech creation as they progress through six Action Steps--topic selection, audience analysis and adaptation, effective research, organization, visual aids, and language and delivery. The Verderbers, together with new coauthor Deanna D. Sellnow, have enhanced this nationwide best seller in many ways. The authors give your students an exceptional foundation for creating and delivering their speeches, including the latest research, numerous in-text activities, more techniques to help them address anxiety and ethical issues that speakers face, new critical-thinking and reflection prompts that help students think logically about the speech-making process, and much more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

## Human Communication – a Black American Perspective

*AuthorHouse The purpose of this book is an attempt to objectively provide views and opinions of the human communication process that are common/standard practices in the majority of diverse cultures/countries worldwide. The factors vary due to ethnic or tribal groups and economic status/factors. However, the similarities are evident and consistent worldwide. Human communication is a worldwide necessity pertaining to all cultures and countries on this earth. The various perspectives/insight on the aforementioned concept is a reflection of numerous factors pertaining to the author's racial, cultural, environmental, professional and educational background. In addition, experiences from residing/living and working in numerous domestic and international environments. The amazing similarities in countries regarding the human communication process and its impact to societal issues/concerns are common to all forms of governments and society in general. Hence, this concept is applicable to established forms of government such as democratic, communist, oligarchy, dictatorship, theocracy, aristocracy, constitutional monarchy, republicanism, socialism, fascism, conditional monarchy and totalitarianism.*

## Processing Public Speaking

## Perspectives in Information Production and Consumption.

*Xlibris Corporation Processing Public Speaking covers all the traditional topics and offers much more, including chapters on public speaking traditions, public speaking as communication process, processing the introductory speech, processing technology in public speaking, processing listening, oral interpretation, analyzing audiences, organizing and outlining speeches, persuasive speaking, and debating, processing verbal communication, processing nonverbal communication, and delivery, impromptu speaking and ethics. As an invaluable resource Processing Public Speaking allows readers to access practical information that describes the production and consumption of presentations in technical, humanities, and social science, business, and education courses. The approaches in this text include tailoring public messages by identifying what the audience wants and needs with adaptation to cultural differences with focus on the public speaking heritage of rhetorical discourse.*

# Invitation to Human Communication - National Geographic

Cengage Learning Working in partnership with National Geographic, *INVITATION TO HUMAN COMMUNICATION*, 2e acknowledges the complexity of today's workplace, the power of communication, and the importance of equipping readers with the foundational skills for success in this ever-changing environment. A leader in teaching foundational communication theories and skills, the text helps readers recognize the importance and centrality of communication in their professional and personal lives. Each chapter includes case studies and tips from nationally recognized explorers, scientists, researchers, and activists. The text showcases the best of communication theories and practices as well as explores how communication is central to carrying out work, developing professional and personal relationships with others, and sharing ideas with the larger public. **Important Notice:** Media content referenced within the product description or the product text may not be available in the ebook version.

## Real Communication

### An Introduction

Macmillan *Real Communication* uses stories from real people and the world around us to present the best and most lively introduction to communication concepts. Professors and students alike have fallen in love with *Real Communication's* down-to-earth writing style, its coverage of research, and its wealth of learning and teaching tools. They also appreciate how *Real Communication* strives to weave the discipline's different strands together with the **CONNECT** feature that shows students how concepts work and apply across interpersonal, small group, and public speaking contexts. The *Second Edition* is even better with a broader array of engaging examples, new coverage of hot topics in the field like Intercultural and mediated communication, plus a public speaking unit honed to provide the essential information students need for this fast-paced course. Whether you want a traditional paperback, an e-Book — online or downloadable to a device — a looseleaf edition, or the book within the new *HumanCommClass*, *Real Communication* has an option for you. Read the preface.

### Speaking With A Purpose

Routledge *Effective speechmaking* is vital to anyone who needs to get up in front of an audience. From businesspeople, lawyers, politicians, and clergy to committee chairs, teachers, concerned citizens, and storytellers, competent public speaking is vital to the speaker's credibility. **KEY TOPIC:** This brief, step-by-step approach to the speechmaking process allows readers to concentrate on the preparation, practice, and presentation without getting bogged down in theoretical discussion. Topics include: getting started, audience analysis, supporting ideas and material, preparation, delivery, and more. **MARKET:** Ideal for anyone who has to prepare a speech.

### Public Speaking: Choices and Responsibility

Cengage Learning Packed with hands-on applications, *PUBLIC SPEAKING: CHOICES AND RESPONSIBILITY*, 2e delivers a practical and up-to-date public speaking text based on rhetorical theory. It emphasizes the role of choices and civic engagement/responsibility throughout in narrative, features, and examples. It also describes the audience as a public to which the speaker belongs, rather than as a separate entity defined only by demographics. The *Second Edition* includes new coverage of Monroe's Motivated Sequence, discussions of TED talks and PechaKucha, extended treatment of fallacies, and expanded emphasis on outlining. In addition, new *Remix* features apply the latest research in business and social science to public speaking skills. **Important Notice:** Media content referenced within the product description or the product text may not be available in the ebook version.

## COMM3

Cengage Learning 4LTR Press solutions give students the option to choose the format that best suits their learning preferences. This option is perfect for those students who focus on the textbook as their main course resource. **Important Notice:** Media content referenced within the product description or the product text may not be available in the ebook version.

### Speechwriting in Perspective

### A Brief Guide to Effective and Persuasive Communication

DIANE Publishing This report has been compiled for congressional speechwriters but will be informative for anyone writing a speech. Contents: (1) Intro.; (2) Writing for the Spoken Word: The Distinctive Task of the Speechwriter; Repetition and Variation; Cadence and Balance; Sentence Variation; Imagery; (3) Audience Analysis; Demographics; Audience Size; Degree of Political Affiliation; (4) Occasion and Purpose; Persuasion; Entertainment; (5) Time of Day and Length of Speech; (6) Speech Research; (7) Resources; (8) Speech Preparation: Building Blocks: Suggested Principles; Speech Outline; Thematic Clarity; Structure; Style; Punctuation; Grammar and Syntax; (9) Speech Presentation; (10) Analysis of Lincoln's Farewell to His Neighbors; (11) General Observations.

## The Competent Public Speaker

*Peter Lang Based on the National Communication Association's conceptual model for teaching and evaluating undergraduate public speeches (as developed by the author and others), Sherwyn P. Morreale offers a highly accessible, easy-to-teach, easy-to-learn approach to public speaking. The approach adopted in the text includes eight public speaking competencies - four on speech preparation and four on speech delivery - which are enhanced by emphasizing the impact of technology, ethics, culture, and diversity on public speaking. A number of unique features designed to improve teaching and learning include: - Students used as examples in each chapter so that readers can follow them as they learn about public speaking; - Tables and boxed text to reinforce the most important learning points; - Checkpoint and self-assessment tools so that readers can determine their level of competence and find out whether they are ready to proceed to the next chapter; - Competence-building activities for students to apply chapter concepts and practice public speaking strategies in the classroom or as take-home assignments; - An accompanying website which is updated on a regular basis and offers a forum for students to contact the author. Designed for introductory-level public speaking courses taught at two- and four-year colleges and universities, this text offers a distinctively practical alternative for students and teachers to achieve consistency across multiple sections of the public speaking course. An instructor's manual is available on request.*

## A Speaker's Guidebook with The Essential Guide to Rhetoric

*Macmillan A Speaker's Guidebook with The Essential Guide to Rhetoric includes a full tabbed section that provides brief yet comprehensive coverage of rhetorical theory — from the classical to the contemporary — and its practical applications.*

## A Speaker's Guidebook

## Text and Reference

*Macmillan A Speaker's Guidebook is the best resource in the classroom, on the job, and in the community. Praised for connecting with students who use and keep it year after year, this tabbed, comb-bound text covers all the topics typically taught in the introductory course and is the easiest-to-use public speaking text available. In every edition, hundreds of instructors have helped us focus on the fundamental challenges of the public speaking classroom. Improving on this tradition, the fifth edition does even more to address these challenges with stronger coverage of overcoming speech anxiety, organizing and outlining, and more. And as the realities of public speaking change, so does A Speaker's Guidebook; the new edition also focuses on presentational speaking in a digital world — from finding credible sources online to delivering presentations in a variety of mediated formats. Read the preface.*

## Nursing Administration Handbook

*Jones & Bartlett Learning With the recent new and radical developments in the health care field that have been introduced at a breathless pace, nurse administrators must work to stay informed of the developments that affect their nursing departments both directly and indirectly. The Nursing Administration Handbook has a long track record, both as a textbook and as a hands-on tool for nurse executives seeking insight and step-by-step guidance in all aspects of administration. The fourth edition of this text surveys the entire field of nursing administration and incorporates the most significant new developments and current practices.*

## The Challenge of Effective Speaking in a Digital Age

*Cengage Learning Grounded in the latest research and best practices, THE CHALLENGE OF EFFECTIVE SPEAKING IN A DIGITAL AGE, 17th Edition, emphasizes the role of technology and digital media in all aspects of preparing, presenting, and interpreting public speeches in face-to-face and online environments. This bestseller's proven six Speech Plan Action Steps skillfully guide readers through topic selection, audience analysis and adaptation, research, organization, presentational aids, and language and delivery. In addition, hands-on activities, techniques to address anxiety, ethical dilemma exercises, and critical-thinking prompts help readers sharpen their skills and become confident speakers. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

## Precise American Writing: A Guide for International Students & Professionals, 2nd edition

*Lulu.com*

## Cengage Advantage Series: Essentials of Public

## Speaking

*Cengage Learning Packed with sample speeches illustrating what to do as well as plenty of examples detailing what not to do, this value-priced public speaking text equips students with the essential skills and theories needed to become an effective public speaker. ESSENTIALS OF PUBLIC SPEAKING emphasizes critical thinking as it delivers abundant practical advice, intriguing discussions on the role of ethics in public speaking, and up-to-date coverage on effectively using technology in speech development and delivery. The sixth edition features a new streamlined organization, a revised initial chapter that gets students speaking right away with 11 types of introductory speeches, and two new chapters (one on ethics and technology in public speaking and another on team presentations). Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

## Invitation to Public Speaking Handbook

*Cengage Learning Grounded in rhetorical tradition while offering a fresh perspective, INVITATION TO PUBLIC SPEAKING HANDBOOK helps students understand the power and importance of public speaking--in their lives and in greater society. Intended for the introductory public speaking course, INVITATION TO PUBLIC SPEAKING HANDBOOK engages students in the public dialogue, encourages civic engagement, and illustrates how they will apply speaking skills in their course work and throughout their careers. Speech-building exercises, thoughtful real-life examples, and an engaging voice help students comprehend public speaking as an activity to be engaged in with others, and prepares them to enter the public dialogue. INVITATION TO PUBLIC SPEAKING HANDBOOK also features the most comprehensive integrated technology program available, giving students more interactive skill-building practice for public speaking. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

## Public Speaking: Concepts and Skills for a Diverse Society

*Cengage Learning A culturally informed book that never loses sight of its fundamental purpose, PUBLIC SPEAKING: CONCEPTS AND SKILLS FOR A DIVERSE SOCIETY, 8e trains readers to be effective public speakers and listeners in a world filled with monumental cultural, political, and technological changes. It combines 2,500-year-old principles with up-to-date research into concepts, skills, theories, applications, and critical-thinking proficiencies essential for listening and speaking well. Discussions of classic public speaking topics are grounded in an awareness of the impact of cultural nuances that range from gender differences to co-cultures within the United States to the traditions of other nations-giving readers a heightened awareness of and sensitivity to their audience. Reflecting the latest research and practices, it includes new coverage of listening competencies, online courses, legacy journalism and native digital news outlets, MAPit, powerful language forms, and more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

## Strategies for Teaching English Language, Literature, and Content

Wayzgoose Press

## Proclamation!

## A Christian Guide to Public Speaking

*Wipf and Stock Publishers At long last here is a textbook for the basic public speaking course--one that integrates a Christian worldview with up-to-date scholarship in the field of communication. Proclamation! covers the standard speech types: informative speech, persuasive speech, and ceremonial speech. In addition, Blake J. Neff recognizes that Christians need to know how to deliver an edifying speech and a personal testimony speech. Neff acknowledges that one of the reasons to study public address at the university level is that God has commanded His people to "always be prepared to give an account (1 Peter 3:15). Proclamation! prepares Christians to speak not only as one to many but also as members of interpersonal or small groups. Christian teachers of public speaking will appreciate the assistance this book offers toward integrating faith with learning. Students will applaud the practical and readable approaches found in Proclamation!*

## Cengage Advantage Books: Building a Speech

*Cengage Learning With 19 chapters organized into five units, BUILDING A SPEECH, 8th EDITION guides students through the step-by-step process of developing public speaking skills through observation, peer criticism, personal experience and instructor guidance. Readings and exercises help students draft informative and persuasive speeches and improves their research and speechwriting skills. Topics such as apprehension and listening help students realize that they are not alone in their struggle to find the confidence to speak in public. BUILDING A SPEECH is grounded in the philosophy that students can master the steps of speech construction when*

provided with a caring environment, clear direction, and creative examples. Plus, this new Eighth Edition of *BUILDING A SPEECH -- A Cengage Advantage Book* -- continues the tradition of providing proven texts at lower prices. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Becoming a Critical Thinker

### A User Friendly Manual

*Prentice Hall* This book trains students to distinguish high-quality, well-supported arguments from arguments with little or no evidence to support them. It develops the skills required to effectively evaluate the many claims facing them as citizens, learners, consumers, and human beings, and also to be effective advocates for their beliefs. Chapter topics include the foundations of arguments, reality and value assumptions and ethics, inductive arguments and generalizations, reasoning errors, the power of language, media literacy, fairmindedness, and persuasive speaking. For critical thinkers who want to be discerning about the messages they read or hear; make decisions based on careful consideration of both facts and values; be alert to distortion in reporting and advertising; and, defend their own viewpoints.

### COMM

*Cengage Learning* Reflecting ongoing research into students' workflows and preferences, *Sellnow/Verderber/Verderber's COMM6* offers multiple options to meet the needs of all generations and learning styles -- at an affordable price. Delivering comprehensive yet succinct coverage, it combines the latest research, best practices and timely, relevant examples. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

### DK Speaker

*Pearson Higher Ed* This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. A dynamic, brief public speaking text This concise public speaking guide pairs all the benefits of a brief text with a full-color, highly visual DK design. Based on the innovative, student- and instructor-tested *DK Guide to Public Speaking*, this compact handbook places a greater focus on "how to" and core skills while maintaining the groundbreaking, illustrative style and effective pedagogical framework. Streamlined chapters with condensed explanations and examples target the basic elements for successful public speaking. Concepts are presented visually and supported by text, allowing students to get an overview at a glance and read on for specifics. Spiral binding, color-coded parts, and cross-referenced charts for the process of public speaking keep the text easy to navigate. Combining concise coverage with dynamic design, *DK Speaker* provides a lively, pedagogically solid option for any introductory public speaking course. A better teaching and learning experience This program will provide a better teaching and learning experience—for you and your students. Here's how: *Personalize Learning*—MySpeechLab delivers proven results in helping students succeed, provides engages experiences that personalize learning, and comes from a trusted partner with education expertise and a deep commitment to helping students and instructors achieve their goals. *Improve Critical Thinking*—Chapter headings—in question format—identify specific learning objectives to encourage students to think critically about the material. Each chapter-opening contents section also serves as a list of learning objectives for that chapter. *Engage Students*—The dynamic, visual design and an abundance of current examples engage students in the text. *Apply Ethics*—"Practicing Ethics" sections integrated into each part of the speech process. *Support Instructors*—A full set of supplements, including MySpeechLab, an Instructor's Manual, Test Bank, and PowerPoints, provides instructors with the support they need. Note: MySpeechLab does not come automatically packaged with this text. To purchase MySpeechLab, please visit: [www.myspeechlab.com](http://www.myspeechlab.com) or you can purchase a valuepack of the text + MySpeechLab (at no additional cost): ValuePack ISBN-10: 020590937X / ValuePack ISBN-13: 9780205909377

### Public Speaking: The Evolving Art

*Cengage Learning* *PUBLIC SPEAKING: THE EVOLVING ART* is the first book to meet the expectations of today's students while both preserving and offering innovative variations on the well-respected traditions of public speaking instruction. Throughout the text, in short video segments, four peer mentors expertly guide readers through the concepts and strategies presented in the text. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

### The Complete Idiot's Guide to Public Speaking: 2nd Edition

*Penguin* You're no idiot, of course. You can hold your own in water cooler conversation, are the life of the party at get-togethers, and have no problem firing a quick comeback at your smart-alecky friends. But when it comes to standing onstage in front of a group of people, you feel like you're the one in your underwear, not the audience. Don't hide behind the lectern just yet. The 'Complete Idiot's Guide to Public Speaking, Second Edition' helps you feel confident and build the skills you need to deliver winning speeches and presentations. In this completely revised and updated Complete Idiot's Guide, you'll find: -Professional guidance on identifying your audience and adapting to the situation. -Expert advice on effective wardrobe and body language. -Useful pointers on how to tell jokes. -Valuable tips on handling hecklers and negative audiences. -Cutting edge information on using Powerpoint and other visual aids.

# CONVEYING IDEAS A Text Book on Improving Public Speech

Archers & Elevators Publishing House

## Communicate!

*Cengage Learning Now in its 14th edition, this ground-breaking, market-leading fundamentals of human communication text helps readers improve their communication competency by becoming proficient in using theory and research-grounded communication skills. Praised for its clear and concise writing style, this new edition includes increased coverage of how technology and social media are changing communication practices and offers guidelines for best practice. Lively contemporary examples and sample speeches ground theory, increase comprehension, and help readers become skillful communicators. COMMUNICATE! engages students in active learning through theory, application and skill-building exercises including speech action step activities that guide students through the speech preparation process. The role of ethics in communication is integrated throughout the text, and students can also apply ethical principles to case situations. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

## Annotated Instructor's Edition for Sellnow's Public Speaking

*Thomson AUTOMATICALLY PACKAGED WITH EVERY NEW COPY OF THE BOOK AND NOT AVAILABLE SEPARATELY. Four types of annotations appear in the Annotated Instructor's Edition. Discussion Tips suggest topics for classroom discussion, which relate to the material presented in the text. Teaching Tips include a wide range of suggested activities (showing videos, group activities, writing exercises, etc.) Background Tips draw attention to outside research sources from which additional lecture information may be obtained. Technology Tips refer instructors to specific Web sites that will enhance lectures and provide ideas for Web activities.*

## Advanced Public Speaking

### A Leader's Guide

*Taylor & Francis Advanced Public Speaking: A Leader's Guide is a comprehensive textbook designed to serve as a speech-making reference for upper-level undergraduate students. Now in its second edition, this volume offers brand new classroom-tested chapter assignments, updated examples, and new content on speaking to international and remote audiences. An instructor's manual and test bank are available for download on the book's companion website, offering everything from guidance in constructing a syllabus, to lecture suggestions, to classroom activities. This student-engagement focused and flexible text offers students the opportunity to increase their speaking abilities across a variety of more specific and complex contexts.*

## Advanced Public Speaking

### A Leader's Guide

*Routledge Debuting in its first edition, Advanced Public Speaking: A Leader's Guide is a comprehensive textbook designed to teach, model, and serve as a speech-making reference for upper level undergraduate students. This advanced, student-engagement focused, and flexible text offers students opportunities to increase their speaking abilities across a variety of more specific and complex contexts.*

## Skills for Rhetoric (Student)

## Developing Persuasive Communication

*New Leaf Publishing Group Helps high school students develop the skills necessary to communicate more powerfully through writing and to articulate their thoughts clearly. Develop creative writing skills including descriptive writing, poetry, and short stories. Cultivate the use of expository writing including research papers, analytical essays, problem-solution writing, and firsthand accounts. Learn the art of public speaking, including persuasive speeches, informative speeches, debates, and more. Rhetoric is the ancient skill of persuasive speech used by teachers, preachers, politicians, and others to influence, incite, and instruct. This course includes basic grammar and writing composition, and mastering this time-honored skill will set your students apart with distinguished written and oral abilities. This 34-week, critical-thinking course will take the student through the writing of numerous academic essays, several public speaking presentations, and an extensive research paper. Dr. Stobaugh weaves biblical concepts, readings, and applications throughout the curriculum to help equip students to stand firm in their faith and become the light of Christ in a deteriorating culture.*

# Icebreaker

## A Manual for Public Speaking, Seventh Edition

*Waveland Press The latest edition of Icebreaker—a practical, hands-on guide to public speaking for those with little or no experience—demonstrates a sequence of nine steps in the speech process: select a general topic, focus your topic, consider your specific purpose, organize your speech, research your topic, create presentation aids, create speech notes, practice, and deliver your speech. A distinctive series of opening questions reflectively introduce a particular public speaking/oral communication element. From the start, the questions cue readers to focus on key concepts and to watch for answers that lie ahead. “Strengthen Your Skills” exercises help readers practice essential components of public speaking. Discussion questions prompt readers to consider practical and personal applications as well as to gauge comprehension. Icebreaker provides a valuable framework for future speakers to become confident and competent.*