

PUBLIC SPEAKING RESOURCES

SELECTED REFERENCE BOOKS

Speaker's Lifetime Library – REF PN4193.I5 S64 1979 Offers you thousands of speech ideas with detailed outlines and sparkling introductions.

The Speaker's Handbook – REF PN4121 S777 1992 Reference guide for the individual speaker and a textbook for use in the public speaking course.

Speaker's & Toastmaster's Handbook – REF PN4193. I5 P716 Contains humorous stories, humorous definitions, epigrams and quips.

2100 Laughs For All Occasions – REF PN4193.I5 O734 1983 Short, sharp, and funny.

CIRCULATING COLLECTION

At Issue (see also *Opposing Viewpoints*)

Books in this anthology series from Greenhaven Press focus a wide range of viewpoints onto a single controversial issue, providing in-depth discussions by leading advocates. Articles are printed in their entirety and footnotes and source notes are retained. Check the library catalog for a full list of available titles, by doing a title keyword search for "at issue." Topics include:

Should Juveniles be Tried as Adults? KF9812 .S54 2005

Bulimia RC552.B84 B84 2003

Cloning QH442.2 .C5642 2003

Complete Idiot's Guide To Public Speaking – PN4121 .R69 1999 An idiot proof guide for preparing and delivering an effective speech.

Complete Speaker: An Introduction To Public Speaking – PN4121 .P43 1992 A guide to planning, preparing and presenting your speech. Includes responding to questions and comments.

Confident Communications: Speaking Tips For Educators – LB1033 .5 .P35 2003 A comprehensive guide to public speaking resources for teachers, principals, and administrators.

Effective Speaking – PN4121 .T86 1985 Provides scientific information about audience psychology, text preparation and presentation methods.

High-Impact Presentations: A Multimedia Approach – HF5718.22 R.63 1997 Covers fears, body language, visuals and audience participation. With question and answer sessions.

How To Be An Outstanding Speaker – PN 4121 .D941987 Discusses the eight secrets to speaking success.

How To Write And Give A Speech – PN4121 .M575 1991 A practical guide for executives, PR people, managers, fund-raisers, politicians, and educators.

Just Say A Few Words: The Complete Speaker's Handbook – PN4121 .M575 1991 Hundreds of classic anecdotes and witty one-liners, all tried and tested by the author.

Life Is A Series Of Presentations – HF5718.22 .J433 2004 8 ways to increase your people skills at work, at home, anytime, anywhere.

Making Successful Presentations: A Self Teaching Guide – HF5718 .S63 1984 A how-to-book on planning, organizing, developing, and delivering presentations.

Opposing Viewpoints (see also *At Issue*)

Each title in this series from Greenhaven Press explores a specific issue by placing expert opinions in a unique pro/con format. The viewpoints are selected from a wide range of highly respected and often hard-to-find sources and publications. Check the library catalog for a full list of available titles, by doing a title keyword search for “opposing viewpoints.” Topics include:

Censorship: Opposing Viewpoints Z658.U5 C433 2005

Death and Dying: Opposing Viewpoints R726.8 .D376 2003

Mass Media: Opposing Viewpoints P90 .M2926 1999

Painless Public Speaking – PN41210 .B593 Takes the fear and anxiety out of public speaking.

7 Steps To Fearless Speaking – PN4121 .W3865 1999 Explains the seven steps to speaking in public, for example experiencing your voice and structuring your thoughts.

Speak Like A Pro In Business And Public Speaking – PN4121 .B374 1987 This book shows you how use public speaking as a powerful self marketing tool.

Speak Up With Confidence – PN4121 .V28 1982 This book makes a point of the need for adequate preparation, enriched with anecdotes and samples of speeches.

VIDEOS

Be Prepared To Speak: The Step-By-Step Video Guide To Public Speaking – PN4121 .B4 1985 Provides strategies to get yourself mentally prepared and make speeches work.

Speaking Without Fear Or Nervousness – PN4121 .S73 1995 Two video set with workbook on how to be effective when you make presentations, lead meetings or join group discussions.

Critiquing And Preparing A Platform Presentation – RM708 .C741 1997 Outlines how to present your research in the most constructive and professional manner at scientific meetings.

Powerful Presentations Skills – HF5718.22 S64 1993 v.1 How to get attention, hold interest and persuade successfully.

SELECTED WEB SITES

Advanced Public Speaking Institute <http://www.public-speaking.org/> For beginning speakers. Choose from over 20 categories and over 100 articles to help make your speeches the best they can be.

Allyn & Bacon Public Speaking Website <http://abacon.com/pubspeak> This site contains five modules that you can use along with your textbook to learn about the process of public speaking and to help you prepare your speeches.

Big Dog's Leadership Page - Presentation Skills
<http://www.nwlink.com/~donclark/leader/leadpres.html> Covers speaker's voice, body, nerves, habits, and many simple, effective tips and techniques. Templates for *PowerPoint Visual Aid Presentation*, *Presentation Outline*, and *Training Outline* provide additional tools.

Computer Based Presentations <http://www.computouch.ca/present.htm> Provides tips for doing computer-based presentations using an LCD panel or data projector.

Debate Central <http://debate.uvm.edu/learn2.html> Strategies, techniques, critiques, evidence, debate, rhetoric and argument; how to speak in public; debate examples.

Presenters University <http://www.presentersuniversity.com/> Contains information to help with audio/visual and PowerPoint presentations.

School for Champions <http://www.school-forchampions.com/speaking.htm> Tips to overcome the fear of speaking to a group.

Speakers On-line <http://speakers.com/> Biographies and contact information for professional speakers and entertainers.

Toastmasters International <http://www.toastmasters.org/> Toastmasters is a non-profit organization that helps its members improve their skills in public speaking, leadership and communication. The “About Toastmasters” page includes tips on public speaking.

Virtual Presentation Assistant http://www.ku.edu/~coms/virtual_assistant/vpa/vpa.htm Online tutorial for improving your public speaking skills. This site is designed to help you target your specific needs as a speaker.

WEB SITES TO FIND SPEECHES

American Memory Collection <http://memory.loc.gov> A searchable database of audio and video files from the Library of Congress.

American Rhetoric <http://AmericanRhetoric.com> A repository of audio and text of 200 speeches, plus other useful features.

History Channel Archive of Speeches <http://www.historychannel.com/broadband/home/>
A speech is highlighted daily and contains a RealAudio file.

Gifts of Speech - <http://www.giftsofspeech.org> Women's speeches from around the world.

Vincent Voice Library <http://www.lib.msu.edu/vincent/> Contains spoken word by people from all walks of life during the 20th century.

White House <http://www.whitehouse.gov> Proclamations, radio addresses and major speeches of the current administration.