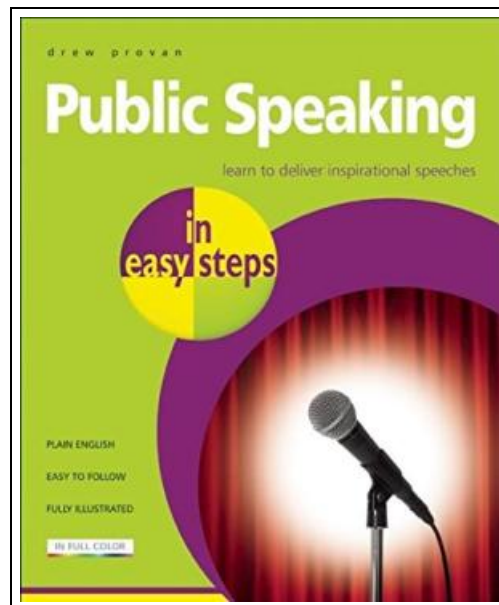


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

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Computer Step, United Kingdom, 2009. Paperback. Condition: New. Original. Language: English . Brand New Book. Most people have to speak in public sometime during their life. Even if their working life doesn't require it, most are likely to face an audience for social events such as weddings and funerals. Why is public speaking so scary for so many? The fear of failure can increase the worry factor exponentially, making the process stressful to the point that many simply refuse to do it. The key to gaining the confidence to overcome fear, says author Drew Provan, is thorough, methodical preparation. In *Public Speaking in Easy Steps*, he takes readers through each step of the process: the initial invitation, planning the speech so the underlying message is crystal clear, using props or audiovisual equipment, planning for the day, and establishing an identity as a composed and assured speaker. *Public Speaking in Easy Steps* shows reluctant readers how to give a successful speech that is relaxed and enjoyable for both speaker and audience.

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