connect to the EXPERIENCE of Public Speaking



What is Connect? | Instructors ▼ | Students ▼ | Subjects

Get Connected. **Get Results.**

McGraw-Hill Connect is a digital teaching andearning environment that saves students and nstructors time while improving performance over a variety of critical outcomes.

SEE FOR YOURSELF

Higher Pass Rates With Connect 83,7%
大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大大

Sign In Password

Forgot Password?

McGraw-Hill Campus users,



Study Smarter, Not Harder, and improve your grades.

GET THE LEARNSMART ADVANTAGE TODAY >>

www.mcgrawhillconnect.com



THE ART OF PUBLIC SPEAKING

STEPHEN E. LUCAS



rief Contents

as is Professor of Communication Arts and	xxi
Professor in the Humanifies at the Univ DNINATELL DNA DNINATELL AND LISTED AND STATE OF THE PROFESSOR OF THE	
Speaking in Public and the aradise structure is the structure of the struc	2
Ethics and Public Speaking	28
Listening	46
Giving Your First Speech	62
ECH PREPARATION: GETTING STARTED	
Selecting a Topic and a Purpose	76
Analyzing the Audience	96
Gathering Materials	118
Supporting Your Ideas	140
ECH PREPARATION: ORGANIZING AND OUTLINING	
Organizing the Body of the Speech	164
Beginning and Ending the Speech	184
Outlining the Speech	204
SENTING THE SPEECH	
Using Language	220
Delivery	238
Using Visual Aids	264
IETIES OF PUBLIC SPEAKING	
Speaking to Inform	282
Speaking to Persuade	304
Methods of Persuasion	330
Speaking on Special Occasions	358
Speaking in Small Groups	370
APPENDIX Speeches for Analysis and Discussion	A1

Contents

A Note from the Author xvi
Instructor's Guide to McGraw-Hill Connect xvii
New to the Twelfth Edition xxi
Acknowledgments xxiv
Reviewers; Contributors; Symposium, Focus Group, and Survey Participants xxv

PART ONE SPEAKING AND LISTENING

Chapter 1 Speaking in Public 2

The Power of Public Speaking 4

The Tradition of Public Speaking 5

Similarities Between Public Speaking and Conversation 6

Differences Between Public Speaking and Conversation 8

Developing Confidence: Your Speech Class 9

Nervousness Is Normal 9
Dealing with Nervousness 10

Public Speaking and Critical Thinking 16

The Speech Communication Process 18

Speaker 18 Message 18 Channel 19 Listener 19

Feedback 20 Interference 20

Situation 21

The Speech Communication Process: Example with Commentary 22

Public Speaking in a Multicultural World 22

Cultural Diversity in the Modern World 22 Cultural Diversity and Public Speaking 23 Avoiding Ethnocentrism 24



Chapter 2 Ethics and Public Speaking 28

The Importance of Ethics 30

Guidelines for Ethical Speaking 31

Make Sure Your Goals Are Ethically Sound 31
Be Fully Prepared for Each Speech 32
Be Honest in What You Say 33
Avoid Name-Calling and Other Forms of Abusive Language 34
Put Ethical Principles into Practice 35

Plagiarism 36

Global Plagiarism 37 Patchwork Plagiarism 37