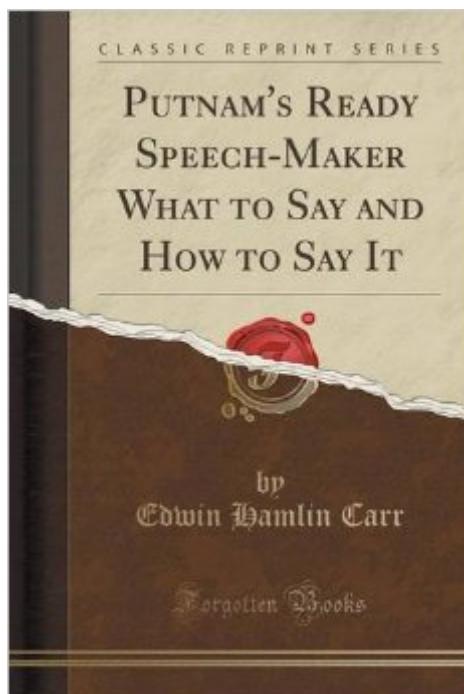


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# Putnam's Ready Speech-Maker What To Say And How To Say It (Classic Reprint)



## Synopsis

Excerpt from Putnam's Ready Speech-Maker What to Say and How to Say ItThis book is divided into four sections:Section I. - General Suggestions for Speakers,Section II. - Public Speaking Self-Taught at Home,Section III. - The Speaker at his Task,Section IV. - Materials for Use in Preparing Speeches.It has been prepared chiefly for those who do not understand the Art of Public Speaking.The manner in which the book is prepared makes it possible for one to be his own teacher.The emphasis is upon Section II, which provides Two Methods for learning, at home, how to meet the inevitable time when one shall be called upon unexpectedly to "Say a few words" or upon short notice to "Make a speech."However, Sections I, III, and IV contain practical assistance, in Advice and Material, for those who are already competent speakers.  
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## Book Information

Paperback: 302 pages

Publisher: Forgotten Books (June 4, 2015)

Language: English

ISBN-10: 1330022769

ISBN-13: 978-1330022764

Product Dimensions: 6 x 0.6 x 9 inches

Shipping Weight: 1 pounds (View shipping rates and policies)

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Best Sellers Rank: #861,060 in Books (See Top 100 in Books) #84 in Books > Literature & Fiction > Essays & Correspondence > Speeches #8695 in Books > Self-Help > Motivational #43466 in Books > Literature & Fiction > Literary

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