

DK



**DK Guide to Public Speaking**

2nd Edition

PS

LISA A. FORD-BROWN

# **Dk Guide To Public Speaking 2nd Edition**

**Lisa A. Ford-Brown, Dk Dorling  
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## **Dk Guide To Public Speaking 2nd Edition:**

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*Public Speaking Handbook for Librarians and Information Professionals* Sarah R. Statz,2010-07-27 Now more than ever

librarians need good communication skills They are no longer unseen collectors classifiers and cultural guardians Information professionals are doing more public speaking at conferences in meetings classes book talks and countless other situations but many of them dislike even fear the thought of getting up in front of a group of people and giving a presentation Librarians and other information professionals can find in this work help in overcoming their hesitation Part one offers basic principles for better speech preparation and delivery discussing such topics as the importance of good listening skills to being a good speaker doing the necessary research beforehand applying organizational skills to a presentation engaging an audience practicing a presentation before actually giving it and putting oneself at ease among others Part Two discusses the specific situations in which librarians often have to communicate including interviews interpersonal communication library instruction meetings and presentations to large groups

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