



The Speaker's Handbook

By Jo Sprague, Douglas Stuart

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The fifth edition of *The Speaker's Handbook* has been substantially streamlined and updated. Responding to the notion of a handbook as a reference tool, sections not heavily used by readers of prior editions have been deleted and some chapters have been combined. The sample speeches in the new appendix are brief examples of the major types of speeches given in academic and non-academic settings. Particular emphasis has been placed on including new electronic and telecommunication tools available for speakers, ranging from Internet research to presentational software. These innovations have been here long enough now, so the text does not just celebrate their availability but provides cautions about using them uncritically or inappropriately.

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Review

"This text will allow me the pedagogical freedom to apply the concepts in my own teaching style. I can count on the fact that when students navigate through the chapter, they will read only the 'nuts and bolts', then they will do a written exercise, then I can further reinforce the information through guided practice in the classroom."

"The Speaker's Handbook provides some of the most effective, realistic research and delivery techniques of any oral communication text on the market. Students can become first-rate extemporaneous, conversational and substantive speakers under the guidance of Jo Sprague and Douglas Stuart."

About the Author

Jo Sprague is Professor Emeritus of Communication Studies at San Jose State University, where she also served as associate director of the Center for Faculty Development and Support. In addition, she is a former president of the Western States Communication Association. Her research focuses on critiquing, teaching, and the scholarship of speech communications.

Douglas Stuart is Vice President of Technical and Marketing Publications at FirstTel Systems Corporation.

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