



Speak with Confidence: A Practical Guide (10th Edition)

By Vasile, Albert J.

Pearson, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Chapter 1: Preparing to Speak with Confidence Chapter Objectives Chapter Preview The Common Good Sounding Off Don't Be Shy Be More Assertive Making Business and Social Contacts What This Course Can Do for You What's This about Ethics? Quick Clicks Things to Discuss in Class Vitalize Your Vocabulary Chapter 2: Your First Talk: Id Like to Introduce Myself Chapter Objectives Chapter Preview In the Spotlight Know Your Subject Ice Cubes in the Stomach Front and Center Be Sure to Use Correct English Grammar Say It Without Words Platform Etiquette Take Note Question-and-Answer Session Quick Clicks Things to Discuss in Class What Do You Remember From this Chapter? Vitalize Your Vocabulary Chapter 3: You Dont Have to Say It to Convey It Chapter Objectives Chapter Preview What Is Nonverbal Communication? How We Communicate Without Words Other Codes We Cannot Not Communicate Quick Clicks Things to Discuss in Class What Do You Remember From this Chapter? Vitalize Your Vocabulary Chapter 4: You Can Overhear, but You Cannot Overlisten Chapter Objectives Chapter Preview Communication Activities Listening as an Intellectual Activity Reasons for Listening How to Be a...



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-- Dana Hintz

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-- Elisa Reinger

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