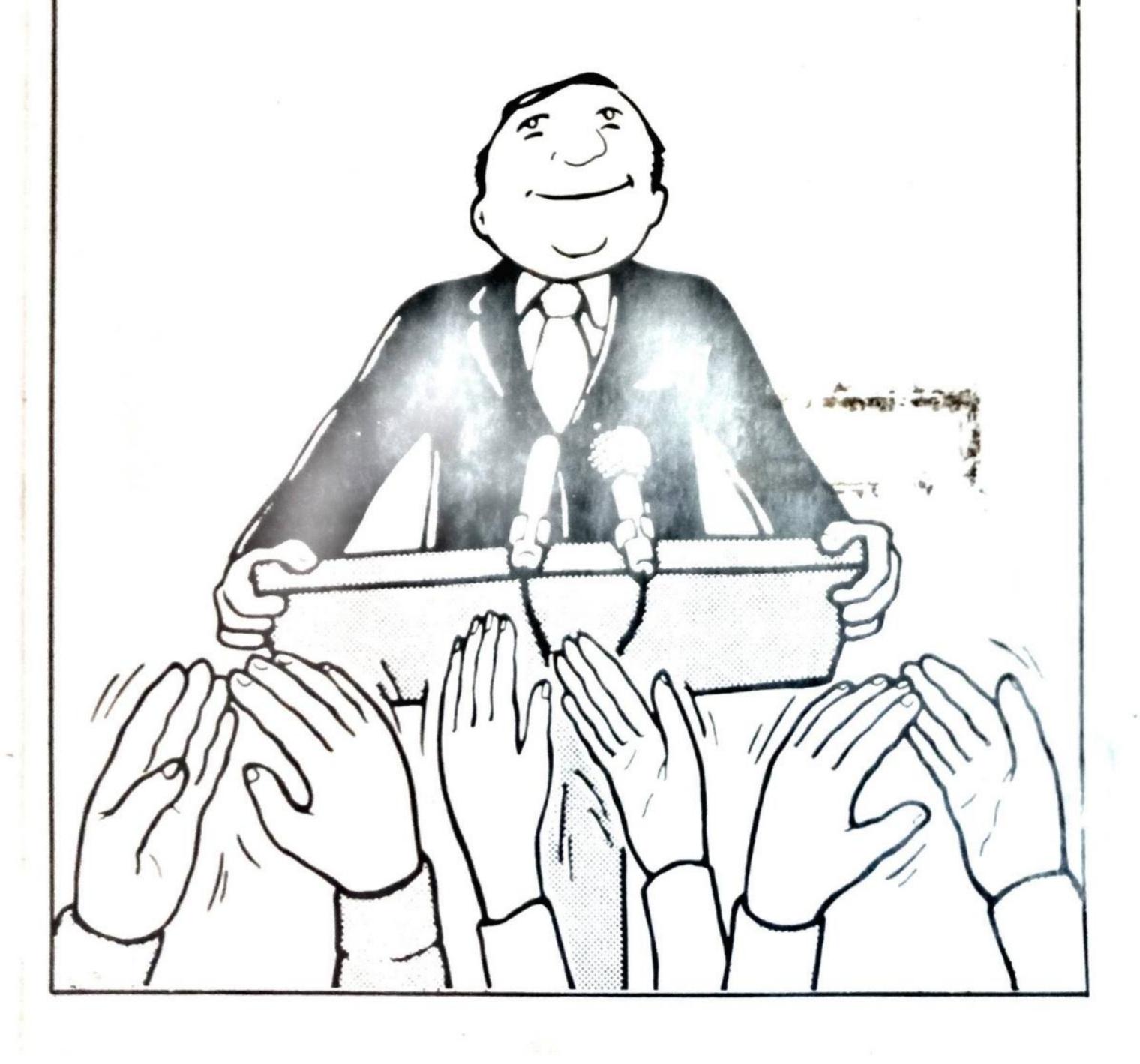
14075

The Complete Public Speaker

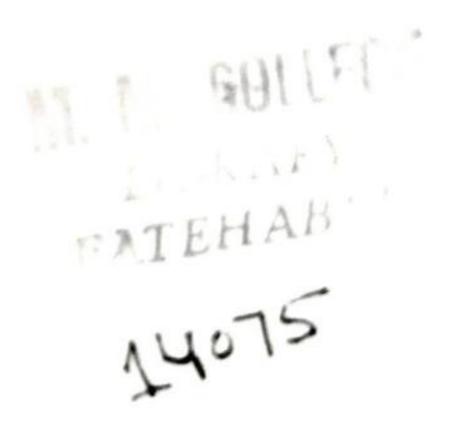
Gyles Brandreth



Overcoming Common Problems

THE COMPLETE PUBLIC SPEAKER

Gyles Brandreth





Sudha Publications Pvt. Ltd.

808.51

Contents

Introduction 11

1 THE A-Z OF PUBLIC SPEAKING

15

Audience Awareness 15 Breaking the Rules 17 Cutting Your Coat 18 Don't Drink and Speak 18 Electronic Help 19 Food for Thought 20 Good Looks 20 How Long? 21 Inspiration 21 Jokes 22 Know Your Subject 22 Lecture Circuits 23 Money, Money! 25 Novelty 26 Obfuscation is Taboo 26 Practice Makes Less Imperfect 26 Quick, Quick, Slow 27 Rude Interruptions 27 Speak Because You Want To 28 Truth Will Tell 28 Unique Experience 29 Vulnerability 29 Waterworks 29 Censorship 30

Contents	
Your Very Good Health 30 Zest 31	
2 LEARNING THE CRAFT	32
The Rules of Public Speaking 32 Do's and Don'ts of Public Speaking 39 How to Take Your Position 42 How to Use Notes 45 Body Language 46 Voice Control 48	0.2
Voice Exercises 50	
Nerves 51 Rehearsal 54	
3 OPENING AND CLOSING YOUR SPEECH	55
Methods of Opening 55 Methods of Closing 60	
4 SPEECHES FOR ALL OCCASIONS	64
After-Dinner Speeches 64 Conventions and Conference Speeches 65 Introductory Speeches 66 Impromptu Speeches 68 Kindred Speeches 69 Opening Functions 70 Presentation Speeches 71 Leaving and Retirement Speeches 73 School Speech Days 73 Toasts 75 Votes of Thanks 79 Wedding Speeches 79	
5 THE RAW MATERIAL	83
Sources 83 How to Adapt the Material 85	

Contents	
Use of Humour in Speeches 86 Use of Visual Material 86 Dangers of Visual Material 87 Use of Vocabulary 89 Speech Devices 90	
6 SPEAKING IN COMMITTEE	94
The Art of Chairing a Committee 95 Annual General Meetings 96 Secrets of Success 99	
7 DEBATING	101
Purpose of Debate 101 Techniques of Debate 102 The Shape of the Debate 104 How to Form Your Own Debating Society 105 Subjects for Debate 109	
8 SPEAKING ON TELEVISION AND RADIO	112
Television 112 Television Interviews 113 In the Studio 114 On the Air 116 Radio 119 Radio Interviews 119 Being a Phone-in Guest 121 Television and Radio Station Addresses 122	
APPENDICES	135
1: Forms of Address 135	

2: Source Material 139

3: Agencies for Professional Speakers 141