Speech and Communications Bibliography MCC Library 3/13/2010

First impressions: what you don't know about how others see you

Demarais, Ann.

BF 697.5 .S44 D46 2004

He said, she said [videorecording]: gender, language & communication

DVD P 96 .S48 H4 2004 STAFF_ONLY AV

Managing sticky situations at work: communication secrets for success in the workplace

Curtis, Joan C., 1950-HD 30.3 .C86 2009

The first five minutes: how to make a great first impression in any business situation

Mitchell, Mary, 1949-HF 5381 .M558 HF 5381 .M58 1998

Drop dead brilliant: Dazzle in the workplace with confidence and panache!

Everett, Lesley.

HF 5386 .E84 2008

Flirting for success: the art of building rapport

Spiegel, Jill.

HF 5386 .S752 1995

A manager's guide to speaking and listening; the integrated approach

Connelly, J. Campbell.

HF 5549.5 .C6 C584

Speaking to groups: eyeball to eyeball

Anderson, James B., 1942-HF 5718 .A7426 1989

Move the world: persuade your audience, change minds, and achieve your goals

Brenner, Dean M.

HF 5718 .B73 2007

How to talk so people listen: connecting in today's workplace

Hamlin, Sonya.

HF 5718 .H284 2006

The eloquent executive : a guide to high-impact speaking in big meetings, small meetings, and one-on-one

Parkhurst, William. HF 5718 .P35 1988

The little black book of business speaking

Thomsett, Michael C. HF 5718 .T464 1989

Wake 'em up: how to use humor and other professional techniques to create alarmingly good business presentations

Antion, Tom.

HF 5718.22 .A68 1997

How to present like a pro! : getting people to see things your way

Arredondo, Lani.

HF 5718.22 .A77 1991

A practical guide for business speaking

Bailey, Edward P. HF 5718.22 .B35 1992

The big book of presentation games : wake-em-up tricks, ice breakers & other fun stuff

Newstrom, John W. HF 5718.22 .N49 1997

Schaum's quick guide to great presentations

Templeton, Melody. HF 5718.22 .T44 1999

The great American communication catalogue

Rein, Irving J.

HM 258 .R347

What did you say? A guide to oral and written communication

Felber, Stanley B., 1932-

P 90 .F4

Conversationally speaking: tested new ways to increase your personal and social effectiveness

Garner, Alan, 1950-P 95, 45, G3 1997

You are the message: secrets of the master communicators

Ailes, Roger.

P 95 .A35 1988

You are the message

Ailes, Roger.

P 95 .A35 1989

Effective communication

Hunt, Gary T.

P 95 .H8 1985

A fine kettle of fish and other figurative phrases

Urdang, Laurence.

PE 1689 .U72 1991

Common American phrases in everyday contexts : a detailed guide to real-life conversation and small talk

Spears, Richard A.

PE 2839 .S627 2003

Understanding discourse; the speech act and rhetorical action

Wallace, Karl Richards, 1905-1973.

PN 4061.W28

Humor and eloquence in public speaking

Hegarty, Edward J.

PN 4066 .H4

How to hold your audience with humor: a guide to more effective speaking

Perret, Gene.

PN 4066 .P46 1984

Creative speaking

Frank, David A.

PN 4076 .F73 1995

Basic public speaking

Andrews, Patricia Hayes.

PN 4121 .A676 1993

Essentials of general speech

Baird, Albert Craig, 1883-

PN 4121 .B314 1968

Speaking your best: the beginner's guide to public speaking

Boland, Kevin.

PN 4121 .B54 1996

38 basic speech experiences.

Carlile, Clark Stites, 1912-PN 4121 .C274

How to write and give a speech: a practical guide for executives, PR people, managers, fund-raisers, politicians, educators, and anyone who has to make every word count

Detz, Joan.

PN 4121 .D388 1992

Fearless and flawless public speaking: with power, polish, and pizazz

Drummond, Mary-Ellen.

PN 4121 .D89 1993

How to hold an audience in the hollow of your hand: 7 techniques for starting your speech, 11 techniques for keeping it rolling, including 500 icebreakers Fettig, Art.

PN 4121 .F517 1984

Public speaking for college and career

Gregory, Hamilton.

PN 4121.G716 1996

The confident speaker: how to master fear and persuade an audience

Harlan, Ray.

PN 4121 .H262 1993

Improving oral communication

Henning, James H.

PN 4121 .H3484

Instant eloquence: public speaking made easy

Humes, James C.

PN 4121 .H856 1985

Roles speakers play

Humes, James C.

PN 4121 .H857

The Sir Winston method: the five secrets of speaking the language of leadership

Humes, James C.

PN 4121 .H858 1991

Can we talk?: a handbook for public speakers

Karam, Thomas J., 1954-PN 4121 .K3345 1994

I'd rather die than give a speech

Klepper, Michael M. PN 4121 .K662 1995

Public speaking for private people

Linkletter, Art, 1912-PN 4121 .L47

Speaking is a practical matter

McCabe, Bernard P. PN 4121 .M176

Effective presentation skills

Mandel, Steve. PN 4121 .M3194 1993

Effective presentation skills

Mandel, Steve. PN 4121 .M35 1987

The confident speaker

Kase, Larina. PN 4121 .M7 2007

What! I have to give a speech?

Murphy, Thomas, 1949-PN 4121 .M79 1995

Speechcraft: an introduction to public speaking

Oberg, Brent C. (Brent Christopher) PN 4121 .O24 1994

Public speaking

Osborn, Michael, 1937-PN 4121 .0833 1991

The basic public speaking workbook: the concise guide to speechmaking

Parker, Douglas.

PN 4121 .P27 1985

The how-to of great speaking: techniques to tame those butterflies

Persons, Hal, 1918-

PN 4121 .P38 1991

The executive persuader: how to be a powerful speaker

Paulson, Lynda R.

PN 4121 .P38 1991

Pocket guide to public speaking

Pfeiffer, William S.

PN 4121 .P45 2002

How to be prepared to think on your feet

Rafe, Stephen C.

PN 4121 .R26 1990

Speaking well

Reid, Loren Dudley, 1905-

PN 4121 .R429 1977

The complete idiot's guide to speaking in public with confidence

Rozakis, Laurie.

PN 4121 .R73 1995

Guide to confident public speaking

Sayer, James Edward.

PN 4121 .S2776 1983

How to prepare talks and oral reports

Shefter, Harry.

PN 4121 .S42

Basic public speaking.

Soper, Paul L., 1906-

PN 4121 .S63 1968

A guide to public speaking

Stedman, Raymond William.

PN 4121 .S813

Speak with confidence : a practical guide

Vasile, Albert J.

PN 4121 .V35

7 steps to fearless speaking

Wilder, Lilyan.

PN 4121 .W3865 1999

Mastering the public spotlight

Zenker, Arnold. PN 4121 .Z44 1983

Butterflies be gone: a hands-on approach to sweat-proof public speaking

Bell, Arthur H. (Arthur Henry), 1946-

PN 4129.15 .B46 2008

Real leaders don't do PowerPoint: how to sell yourself and your ideas

Witt, Christopher, 1951-

PN 4129.15 .W58 2009

The elements of speechwriting and public speaking

Cook, Jeff Scott.

PN 4142 .C66 1991

Speak with power and grace: a woman's guide to public speaking

Swink, Linda D.

PN 4192 .W65 S95 1997

Doc Blakely's push button wit

Blakely, James "Doc"

PN 4193 .I5 B575 1986

Podium humor: a raconteur's treasury of witty and humorous stories

Humes, James C.

PN 4193 .I5 H8

The public speaker's treasure chest: a compendium of source material to make your speech sparkle

Prochnow, Herbert Victor, 1897-

PN 4193 .I5 P7 1977

How to be the life of the podium : openers, closers & everything in between to keep them listening

Simmons, S. H. (Sylvia H.)

PN 4193 .I5 S493 1991

Speaker's lifetime library

Spinrad, Leonard.

PN 4193 .I5 S64

I am happy to present; a book of introductions

Lyle, Guy Redvers, 1907-PN 6122 .L9

History of public speaking in America

Oliver, Robert Tarbell, 1909-PS 400.O4 1970

Oratory in the Old South, 1828-1860.

PS 407 .O7

Self-therapy for the stutterer

Fraser, Malcolm. RC 424 .F69 1984

Dictionary of catchphrases

Rees, Nigel, 1944-

REF PE 1689 .R43 1996 REFERENCE

And I quote: the definitive collection of quotes, sayings, and jokes for the contemporary speechmaker

Applewhite, Ashton.

REF PN 4193 .I5 A6 2003 REFERENCE

Technical presentation skills

Mandel, Steve.

T 10.5 .M317 1994

Nelson Mandela [videorecording]: free at last

Video DT 779.95 .M36 1990 STAFF ONLY AV

The Speeches of Martin Luther King, Jr.; [videorecording].

King. Jr., Dr. Martin Luther

Video E 185.97 .K5 A23 1990 STAFF_ONLY AV

Martin Luther King [videorecording]: I have a dream.

Video E 185.97 .K5 M25 1988 STAFF_ONLY AV

The speeches of John F. Kennedy [videorecording]

Video E 841 .K4 1988 STAFF_ONLY AV

Communication skills at work [videorecording]: dealing with supervisors

Video HF 5549.5 .T7 C65 1989 VIDEOTAPE AV

The Art of communication [videorecording]

Video HQ 769 .W33 1987 STAFF_ONLY AV

Be prepared to speak [videorecording] : the step-by-step video guide to public speaking

Video PN 4121 .B4 1985 STAFF_ONLY AV

Effective presentations [videorecording]: panic at the podium.

Video PN 4121 .P36 1990 STAFF_ONLY AV

Speech series [videorecording]

Video PN 4142 .S63 1975 STAFF_ONLY AV