



Public Speaking: A Crash Course toward Delivering Powerful Business Presentations and Effective Speeches: How to Quickly Prepare and Deliver a Powerful Speech or Presentation

Tony Guthrie

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So, you have a speech to give ... soon! Next week? In two weeks? To make matters worse you have given the sum total of 3 speeches in the entirety of your life (and two were in 1st grade 'show and tell'). You have spent your life (like most people have) avoiding speaking in public. Why? Because public speaking is the number one fear in the world. This truth resonates through your mind. But this speech has to be given. You have no choice. It is going to happen! And you know that you would rather kiss a cobra smack on the lips than stand before a group of people and give a speech. For this reason most of us spend little time studying the subject of public speaking. So, when the responsibility of speaking before a group arises (unless you are a stage ham like me) you tend to jump into panic mode.

So you need to act fast. You have no time to read a big book or take a course in public speaking. You need to know "just the facts ma'am" right now! Well, thanks to me (smile) you now have a resource that will provide the information you need to put together an interesting and informative speech with relative ease. You will probably even have time to actually practice the speech so as to get even more prepared for that moment. I have intentionally made this more of a summary or quick reference resource that you can speed through and start getting ready today.

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Introduction (or Should I Say "Opening")

Chapter One: It's All in the Opening

Chapter Two: The Stuff that Matters

Chapter Three: Wrapping it Up!

Chapter Four: Delivering the Package

Recap of Suggested Resources – They are YOUR Friends!

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