



# **SPEECH**

## **Resource List**

**August 2008**

**SPEECH**  
**CGTC Library Resources**  
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**Print Books:**

7 Steps to Fearless Speaking / L. Wilder.  
PN 4121 .W3865 1999

50 Tips for Speaking Like a Pro / T. Paulson.  
PN 4121 .P3157 1999

101 Secrets of Highly Effective Speakers : Controlling Fear, Commanding Attention /  
PN 4121 .K94 1998

1001 Humorous Illustrations for Public Speaking / M. Hodgin.  
PN 4121 .A15 1994

1001 More Humorous Illustrations for Public Speaking / M. Hodgin.  
PN 4121 .A16 1998

The Art of Public Speaking / S. Lucas.  
PN 4129.15 .L83 2007

Basic Presentation Skills / G. Kroehnert.  
HF 5718.22 .K653 1998

Between One and Many : The Art and Science of Public Speaking / S. Brydon.  
PN 4121 .B777 2000

The Big Book of Presentation Games : Wake-Em-Up Tricks, Ice Breakers & Other Fun  
Stuff / J. Newstrom.  
HF 5718.22 .N49 1998

Business Communication Essentials / C. Bovee.  
HF 5718 .B659 2004

Conversational Power : The Key to Success with People / J. Van Fleet.  
BJ 2121 .V36 1984

Creating Dynamic Presentations with Streaming Media / M. Lichtenberg.  
T 385 .L348 2002

David Greenberg's Simply Speaking! : The No-Sweat Way to Prepare and Deliver Presentations / D. Greenberg.  
PN 4121 .G73 2000

Do's and Taboos of Public Speaking : How to Get Those Butterflies Flying in Formation  
PN 4121 .A87 1992

Holding Audience Attention : How to Speak with Confidence, Substance, and Power /  
PN 4121 .W3838 2000

It's Not What You Say, It's How You Say It / J. Detz.  
PN 4121 .D38825 2000

Loud and Clear : How to Prepare and Deliver Effective Business and Technical Presentations / G. Morrissey.  
HF 5718.22 .M66 1997

Mastering Public Speaking / G. Grice.  
PN 4121 .G719 1995

Perfect Presentations / J. Collins.  
HF 5718.22 .C65 1999

Presentations : Proven Techniques for Creating Presentations that Get Results /  
HF 5718.22 .B69 1998

Presenting to Win : The Art of Telling Your Story / J. Weissman.  
HF 5718.22 .W45 2003

Public Speaking : The Lively Art / J. Powers.  
PN 4121 .P647 1987

The Quick & Easy Way to Effective Speaking : Modern Techniques for Dynamic Communication / D. Carnegie.  
TK 5105.875 .I57 H86 2000

Secrets of Power Presentations : Overcome Your Fear of Public Speaking, Build Rapport and Credibility with Your Audience, Prepare and Deliver a Dynamic Presentation / M. Holliday.  
HF 5718.22 .H648 2000

Speaker's Lifetime Library / L. Spinrad.  
PN 4193 .I5 S64 1997

Speech Communication, Its Nature, Substance, and Application / R. Coleman.  
PN 4121 .C59

Talk Yourself Up : A Guide to Putting Your Best Foot Forward Through Speaking Better  
English / R. Janke.  
P 95 .J3 1993

That's Not What I Meant : How Conversation Style Makes or Breaks Relationships /  
P 95.45 .T364 1992

Wake 'Em Up : How to Use Humor and Other Professional Techniques to Create  
Alarmingly Good Business Presentations / T. Antion.  
HF 5718.22 .A68 1998

What to Say and How to Say It : Model Speeches, Letters, and Remarks for Every  
Occasion / D. Belson.  
PN 4121 .B419 1993

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**Electronic Books (eBooks) via [NetLibrary](#):**

101 Secrets of Highly Effective Speakers : Controlling Fear, Commanding Attention /  
Manassas Park, VA Impact Publications, 1998.

101 Ways to Captivate a Business Audience / S. Gaulke.  
New York AMACOM Books, 1997.

7 Steps to Fearless Speaking / L. Wilder.  
New York John Wiley & Sons, Inc. (US), 1999.

Absolute Beginner's Guide to Winning Presentations / J. Weissman.  
Indianapolis, Ind. : Pearson Education, Inc., 2004.

The Agile Manager's Guide to Giving Great Presentations / J. Olson.  
Bristol, Vt. Velocity Business Publishing, 1997.

Analysing Political Speeches / C. Schäffner.  
Philadelphia Multilingual Matters, 1997.

Be the Best Best Man and Make a Stunning Speech! / P. Khan-Panni.  
Oxford How To Books, Ltd., 2002.

Blank Page to First Draft in 15 Minutes: The Most Effective Shortcut to Preparing a  
Speech or Presentation / P. Khan-Panni.  
Oxford How To Books, Ltd., 2001.

Boost Your Presentation IQ / M. Pincus.  
New York : McGraw-Hill Professional, 2006.

Bulletproof Presentations: No One Will Ever Shoot Holes in Your Ideas Again! /  
Franklin Lakes, NJ The Career Press, 2002.

Communication Skills / R. Worth.  
New York Facts on File, Inc., 2004.

The Complete Idiot's Guide to Speaking in Public with Confidence / L. Rozakis.  
New York, N.Y. Alpha Books, 1995.

The Complete Idiot's Guide to Public Speaking / L. Rozakis.  
New York, N.Y. Alpha Books, 1999.

The Complete Idiot's Guide to Successful Business Presentations / L. Kroeger.  
New York Alpha Books, 1997.

Create High Impact Business Presentations / J. Kupsh.  
Lincolnwood, Ill. NTC Contemporary, 1998.

Creating & Delivering Winning Advertising & Marketing Presentations / S. Moriarty.  
Lincolnwood, Ill., USA NTC Contemporary, 1995.

Effective Business Speaking / J. McManus.  
New York LearningExpress, 1998.

The Elements of Speechwriting and Public Speaking / J. Cook.  
New York : Toronto : New York Macmillan USA, Inc., 1991.

Giving Confident Presentations / B. Lomas.  
Havant Summersdale Publishers Ltd, 2002.

The Global Speaker: An English Speaker's Guide to Making Presentations Around the  
World / P. Kurtz.  
New York AMACOM Books, 1995.

High-Impact Public Speaking for Business and the Professions / J. O'Connor.  
Lincolnwood, Ill. NTC Contemporary, 1997.

How to Be the Life of the Podium: Openers, Closers & Everything in Between to Keep  
Them Listening / S. Simmons.  
New York, NY AMACOM Books, 1991.

How to Do Everything with PowerPoint 2003 / E. Finkelstein.  
New York McGraw-Hill Professional, 2003.

How to Give a Terrific Presentation / K. Kalish.  
New York AMACOM Books, 1997.

How to Prepare, Stage, & Deliver Winning Presentations / T. Leech.  
New York AMACOM Books, 2004.

In the Line of Fire: How to Handle Tough Questions When It Counts / J. Weissman.  
Upper Saddle River, NJ Pearson Education, Inc., 2005.

Leading Out Loud: Inspiring Change Through Authentic Communication / T. Pearce.  
San Francisco John Wiley & Sons, Inc. (US), 2003.

Lend Me Your Ears: All You Need to Know About Making Speeches and Presentations /  
Oxford, New York Oxford University Press (US), 2005.

The Lost Art of the Great Speech: How to Write It, How to Deliver It / R. Dowis.  
New York, NY AMACOM Books, 2000.

Making Effective Speeches: How to Motivate & Persuade in Every Business Situation /  
Oxford How To Books, Ltd., 1998.

Making Great Presentations / G. Hasbani.  
Oxford [England] How To Books, Ltd., 1999.

Making Winning Presentations: How to Carry the Day with Confidence and Success /  
Oxford, U.K. How To Books, Ltd., 1999.

The Management Speaker's Handbook: Templates, Ideas and Sample Material That  
Will Transform Every Speaking Occasion / P. Forsyth.  
Oxford How To Books, Ltd., 2002.

Mastering Public Speaking: How to Prepare and Deliver Winning Presentations and  
Successful Speeches / A. Nicholls.  
Oxford How To Books, Ltd., 1999.

Off the Cuff: What to Say At a Moment's Notice / A. Ready.  
Franklin Lakes, NJ The Career Press, 2004.

Persuasive Proposals and Presentations: 24 Lessons for Writing Winners / H. Pierce.  
New York McGraw-Hill Professional, 2005.

PowerSpeak: Engage, Inspire, and Stimulate Your Audience / D. Leeds.  
Franklin Lakes, NJ The Career Press, 2003.

Presenting to Win: The Art of Telling Your Story / J. Weissman.  
Upper Saddle River, NJ Pearson Education, Inc., 2006.

Presenting with Power: Captivate, Motivate, Inspire and Persuade / S. McConnon.  
Oxford How To Books, Ltd., 2002.

Public Speaking / S. King.  
[Great Britain] Aspatore Books, 2002.

Schaum's Quick Guide to Great Presentations / M. Templeton.  
New York, N.Y. McGraw-Hill Professional, 1999.

Secrets of Power Presentations: Overcome Your Fear of Public Speaking, Build Rapport and Credibility with Your Audience, Prepare & Deliver a Dynamic Presentation / Franklin Lakes, NJ The Career Press, 2000.

The Seven Strategies of Master Presenters / B. McRae.  
Franklin Lakes, NJ The Career Press, 2004.

Speak Like a CEO: Secrets for Commanding Attention and Getting Results / S. Bates.  
New York : McGraw-Hill Professional, 2005.

Speak Out!: Debate and Public Speaking in the Middle Grades / K. Shuster.  
New York International Debate Education Association, 2005.

Speak With Confidence: Powerful Presentations That Inform, Inspire, and Persuade / New York ; London : McGraw-Hill Professional, 2003.

Speaking in Public / J. Bowden.  
Oxford, U.K. How To Books, Ltd., 1999.

Speaking Up, Speaking Out: A Kid's Guide to Making Speeches, Oral Reports, and Conversation / S. Otfinoski.  
Brookfield, Conn. Millbrook Press, 1996.

Speaking Across the Curriculum: Practical Ideas for Incorporating Listening and Speaking Into the Classroom.  
New York International Debate Education Association, 2004.

Stand & Deliver: Leave Them Stirred, Not Shaken / P. Khan-Panni.  
Oxford How To Books, Ltd., 2002.

Writing, Speaking, Listening / H. Wilkie.  
Oxford How To Books, Ltd., 2001.

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**Video/DVD Resources:**

Choosing the Ideas and Words  
Delivering Successful Presentations  
Delivering the Speech  
Endless Persuasion  
Informative Speech  
Organizing the Speech  
Persuasive Speech  
Public Speaker and the Audience  
Say It Better : Fearless Public Speaking  
Speaker's Purpose and Occasion  
Speaking with Confidence, Program No. 5 : Anxiety  
Speaking with Confidence, Program No. 10 : Finding Information  
Toulmins Model of Argument  
You - The Discussion Group

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**Online Periodical Subscriptions via [GALILEO](#):**

<u>Journal Title</u>	<u>GALILEO Database</u>
<a href="#"><u>Central States Speech Journal</u></a> ISSN 0008-9575	ProQuest Research Library
<a href="#"><u>The Executive Speaker</u></a> ISSN 0271-3659	LexisNexis Academic
<a href="#"><u>Functions of Language</u></a> ISSN 0929-998X	EBSCOhost Advanced Placement Source
<a href="#"><u>Presentations</u></a> ISSN 1072-7531	EBSCOhost Business Source Complete
<a href="#"><u>Western Journal of Speech Communication</u></a> ISSN 0193-6700	EBSCOhost Advanced Placement Source
<a href="#"><u>Western Speech Communication</u></a> ISSN 0147-2216	EBSCOhost Advanced Placement Source

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**General Internet Web Resources:**

Advanced Public Speaking Institute  
[www.public-speaking.org](http://www.public-speaking.org)

American Training & Seminar Association  
[www.americantsa.com](http://www.americantsa.com)

Better Business Presentations  
[www.betterbusinesspresentations.com](http://www.betterbusinesspresentations.com)

Effective Business Presentation  
[www.presentations.com](http://www.presentations.com)

National Speakers Association  
[www.nsaspeaker.org](http://www.nsaspeaker.org)

Presentation Pointers Articles  
[www.presentation-pointers.com](http://www.presentation-pointers.com)

Toastmasters International  
[www.toastmasters.org](http://www.toastmasters.org)

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**Full Text Databases Online via GALILEO:**  
Part of the Database Offerings in [GALILEO](#), Georgia's Virtual Library

**EBSCOhost full-text journal databases:**

[Academic Search Complete](#)  
[Advanced Placement Source](#)  
[Business Source Complete](#)  
[MasterFILE Premier](#)

**LexisNexis Academic / Business**

**ProQuest full-text journal databases:**

[ABI/INFORM Complete](#)  
[Research Library](#)

FOR ASSISTANCE accessing any online database, eBook, online journal, or other resource please contact the CGTC Library at: [library@centralgatech.edu](mailto:library@centralgatech.edu).

The CGTC Student Library Handbook provides an overview and step-by-step instruction for the EBSCOhost, ProQuest, and NetLibrary databases at:  
[http://www.centralgatech.edu/library/student\\_library\\_handbook.pdf](http://www.centralgatech.edu/library/student_library_handbook.pdf)