



The Truth about Confident Presenting, 3rd Edition

Becoming a Better Speaker in Ten Easy Steps

By James S. O'Rourke, IV

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This book helps us to master the art of confident presenting.

More than four dozen basic truths about successful, confident public speaking are explained in accessible, brief chapters by a master of the art.

Readership

This title is aimed at both university students and business managers. The content is organized for use in a college-level business speaking course or as a practical guide for young and mid-level managers as they prepare for public speaking challenges of all sorts.

Contents

Foreword; Introduction; Part I Some Initial Truths; Part II The Truth About Getting Ready to Speak; Part III The Truth About What Makes People Listen ; Part IV The Truth About Developing Support for Your Presentation; Part V The Truth About Getting Up to Speak; Part VI The Truth About Managing Anxiety; Part VII The Truth About Nonverbal Communication; Part VIII The Truth About Visual Aids; Part IX The Truth About Handling an Audience; Part X The Truth About What Makes a Presentation Work; References; Acknowledgments; About the Author

About the Author(s) / Editor(s)

James Scofield O'Rourke, IV, is an American rhetorician and a professor of Management and Organization with a global reputation in business education. He has taught at the University of Notre Dame for more than 30 years, pursuing research specialties in crisis management, change communication, and reputation management. He founded the Eugene D. Fanning Center for Business Communication in 1990 and, in 2008, was named to an endowed chair as Arthur F. and Mary J. O'Neil Director. He directed the Center for 28 years.

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