

<<英语公共演讲技巧>>

图书基本信息

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内容概要

本书特有的设计理念：

热身活动

在每章开头设有一项小组活动，使学生对将学到的内容有初步了解。

每章末的整理活动旨在检查学生对热身活动的完成情况。

沟通无限 说明有效沟通在现实生活中的重要意义。

工作技巧 介绍工作场合会用到的各种技巧。

放眼全球 介绍跨文化交际中的知识。

批判性思考 要求把现实生活中的知识与课本内容联系起来。

每章末尾大篇幅的回顾与应用包括如下内容：交际挑战练习，用于提升和挑战学生的思考能力；网络链接提供大量网络资源；提供各类话题和现实问题，让学生对案例进行分析。

每章末尾的公文包式练习有利于培养学生的交际能力，练习采用循序渐进、步步为营的形式。

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章节摘录

When you practice your speech, make it a dress rehearsal. If you practice in front of a mirror or videotape your rehearsal, you can determine if you have made the right clothing choices and evaluate your overall appearance. In addition to wearing your speech outfit, you need to practice with your props. Use your audio or visual aids during practice. This will allow you to see any difficulties you may have with them before you stand in front of your audience. Decide where you are going to place your visual aids and write any notes to yourself about the props and your note cards. If possible, rehearse in the room in which you will be presenting, especially if you have a lot of equipment for your presentation. Familiarity with your surroundings before the speech will help to reduce some anxiety. Decide where your materials will be stored, how you will get them onstage, and practice approaching the podium with your equipment. Although you have written your speech, when you begin to rehearse your material orally, you may hear areas of weakness. Determine if you need to make any adjustments to your speech. When practicing your speech, begin with one section at a time. Focus on your introduction first, making your way through the body of the speech, and finally, focus on your conclusion. As you practice each section, you may find segments of the speech that need refinement or revision, or you may discover that your transitions are too abrupt. Adjust your note cards by including any changes you want to make and continue practicing until each section is satisfactory. Once you have mastered each section, practice the speech in its entirety several times. You will find that each time your presentation is a little bit different. It will probably be different on the day of your presentation because your speech is a living, fluid entity.

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