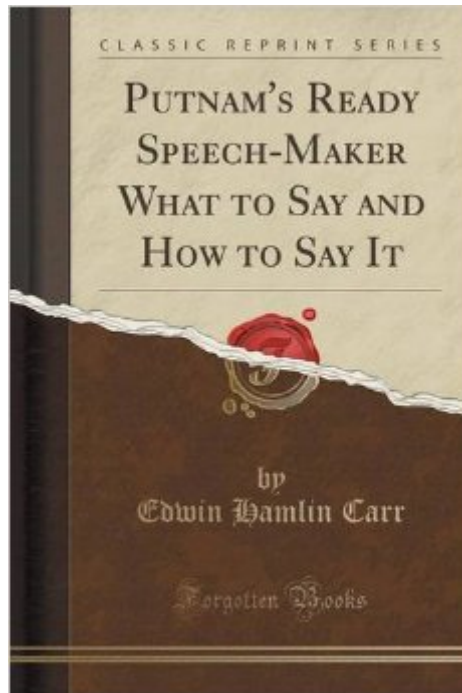


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# Putnam's Ready Speech-Maker What To Say And How To Say It (Classic Reprint)



## Synopsis

Excerpt from Putnam's Ready Speech-Maker What to Say and How to Say It This book is divided into four sections: Section I. - General Suggestions for Speakers, Section II. - Public Speaking Self-Taught at Home, Section III. - The Speaker at his Task, Section IV. - Materials for Use in Preparing Speeches. It has been prepared chiefly for those who do not understand the Art of Public Speaking. The manner in which the book is prepared makes it possible for one to be his own teacher. The emphasis is upon Section II, which provides Two Methods for learning, at home, how to meet the inevitable time when one shall be called upon unexpectedly to "Say a few words" or upon short notice to "Make a speech." However, Sections I, III, and IV contain practical assistance, in Advice and Material, for those who are already competent speakers. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at [www.forgottenbooks.com](http://www.forgottenbooks.com) This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

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