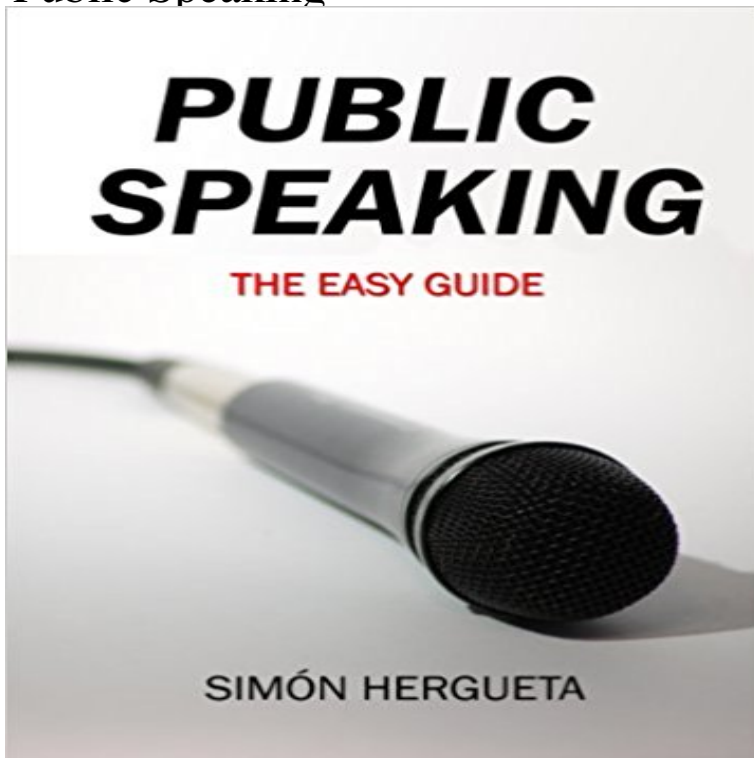


Public Speaking



The intention of this book is to improve your aptitude in communication, be it in giving lectures, teaching a class or presenting a project. No matter what the circumstances, the basic principles are the same, which you will have to follow no matter what mode of communication you are using. In reading this book, you will get a chance to assimilate and absorb all the contents, and thus improve your ability as a communicator. The goal of this book is to help you enhance and develop your own resources in the field of communication. My own personal experiences have demonstrated to me the fact that one's attitude and dedication play an influential role in the results one ultimately achieves. Results need continuous effort, but it is a useless undertaking if there is no knowledge or direction. Many times, in some exercises, you will feel that you cannot do it, at that point you really have to make an effort to break the blockages that prevent you from performing the task that seems difficult. That is the point where most people give up. Make the difference and go on! With this effort, you will have taken a huge step forward, and be at a different level from where you started. It is important not to judge yourself negatively too much. Don't be too hard on yourself! Give yourself a chance to succeed! While you read this book you will assimilate and apply everything gradually and get into the flow of continuous improvement and learning. I hope this experience will inspire you to develop your own ideas and apply them to your experience and serve you as a tool for your career development and personal growth.

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