

# LEND ME YOUR EARS

ALL YOU NEED TO KNOW ABOUT  
MAKING SPEECHES & PRESENTATIONS



Max Atkinson

# Lend Me Your Ears All You Need To Know About Making Speeches And Presentations

**Olaf Kramer, Markus Gottschling**



## **Lend Me Your Ears All You Need To Know About Making Speeches And Presentations:**

Lend Me Your Ears John Maxwell Atkinson, Max Atkinson, 2004 Research shows that audiences are dissatisfied with the mode of public speaking known as the slide show Here is a new and provocative way of looking at speech making using practical and simple guidelines exercises and tips to improve performance **Lend Me Your Ears** Max Atkinson, 2007-08-01 Offers an original easy Using visual aids How to prepare speeches quickly Fact much more *Lend Me Your Ears* Max Atkinson, 2005-11-10 The room darkens and grows hushed all eyes to the front as the screen comes to life Eagerly the audience starts to thumb the pages of their handouts following along breathlessly as the slides go by one after the other We re not sure what the expected outcome was when PowerPoint first emerged as the industry standard model of presentation but reality has shown few positive results Research reveals that there is much about this format that audiences positively dislike and that the old school rules of classical rhetoric are still as effective as they ever were for maximizing impact Renowned communications researcher consultant and speech coach Max Atkinson presents these findings and more in a groundbreaking and refreshing approach that highlights the secrets of successful communication and shows how anyone can put these into practice and become an effective speaker or presenter Educational Research and Inquiry Dimitra Hartas, 2015-03-06 This comprehensive textbook encourages the reader to contextualise their understanding of quantitative and qualitative research methods by drawing links between the research question and its theoretical framework with the choice of the quantitative qualitative methodology and analyses It encourages a theoretical appreciation of the field of inquiry and to balance the emphasis on methods with reviewing the literature and understanding the wider context of research Each chapter contains user friendly features such as key terms summaries case studies examples and suggested further reading Exercises are suggested throughout the text encouraging the reader to look at easily accessible data sets and use prompts to formulate research questions and produce a mini study A companion website supports the text providing easy access to supporting material including revision questions and an annotated list of useful websites This text will be invaluable reading for students on Research Methods in Education MA programmes as well as those embarking upon their PhD EdD or MPhil in education Research fellows and other educational researchers will also find this book a useful resource

Communicating for Success Cheryl M. Hamilton, 2016-07-22 This text focuses student learning on the key communication competencies recommended by the National Communication Association With applied examples and a vibrant and engaging design this text covers all the expected topics in an introductory course foundations of communication interpersonal communication small group communication and public speaking plus a special appendix on interviewing Scenarios begin each chapter with a problem to which students can relate and then solve as they learn about the concepts discussed in each chapter A concentrated focus on careers in communication highlighted in a two page spread near the end of each chapter brings home the relevance of communication outside the classroom and helps students learn more about how studying

communication can help them throughout their lives Additional emphasis on topics such as ethics culture gender and technology is found throughout the text

**Better Business Speech** Paul Geiger, 2017-10-06 In a business world where we are told that time is money the real currency is communicating clearly at a poised and measured pace **Better Business Speech Techniques Tricks and Shortcuts for Public Speaking at Work** by Paul Geiger focuses on the challenges of being a strong communicator in a range of business settings It begins with the basic premise that all speaking for business is public speaking Therefore these are the communication scenarios where any lack of confidence in speech ability will be magnified The obstacles that stand in the way of successful meetings presentations networking events job interviews and sales calls are all clearly described Seasoned speech coach Paul Geiger offers tricks techniques and shortcuts that all seem shockingly simple but it is the retraining of the mind and body that is the hard part He details practical daily exercises that lead to better speech habits and addresses the causes of ineffective speech pattern in both personal and business settings The physical and mental aspects of speech are explored in the context of forming a strong speech technique foundation that never loses sight of the importance of always sounding authentic By offering action steps and helpful online tutorials Geiger provides readers with the tools necessary to make lasting changes that will enhance speaking skills in all facets of business life

**The Natural Speaker** Randy Fujishin, Jared Fujishin, 2025-09-12 This thoroughly revised textbook is a friendly step by step guide to public speaking that explores the fundamental skills necessary to present a natural and rewarding speech to any audience By providing an overview of speech construction practice and delivery this book is designed to enhance and improve upon students natural strengths Featuring a warm and humorous writing style **The Natural Speaker** illustrates the concepts and skills required for enjoyable public speaking as the authors invite readers to view speaking as a life long journey It is an easy to read book that introduces each chapter with relevant and engaging stories explains concepts in simple language and presents practical skills for improving public speaking Its supportive tone encourages the reader to practice improve and use these oral presentation skills in formal and informal settings This eleventh edition features new sections on topics including social anxiety in public speaking the role of artificial intelligence in speech research and outline construction and public speaking as a form of personal growth This book serves as an accessible core textbook for public speaking courses and provides guidance for individual readers and public speaking workshops Online resources include an Instructor's Manual PowerPoint slides a sample course outline and sample test questions They are available at [www.routledge.com/9781032826929](http://www.routledge.com/9781032826929)

**Recontextualized Knowledge** Olaf Kramer, Markus Gottschling, 2020-11-23 **Recontextualized Knowledge** aims to analyze the communicative situations involved in the popularization of scientific knowledge their settings audiences and the adaptive process of recontextualization in science communication Taking an interdisciplinary approach this publication brings together essays from rhetoric linguistics and psychology as well as political and education sciences to serve as an in depth exploration of today's communicative situations in science communication

*Stand and Deliver!* Ian Nichol, 2018-06-12 Expert speaking coach Ian Nichol writes a thorough and authoritative guide to public speaking. Written in an engaging and informative style with a great undercurrent of humour, *Stand and Deliver* makes for a relaxing and highly enjoyable read which reinforces Ian's no nonsense message on how readers can dramatically improve their speaking performances. Ian's unfailing honesty when setting out his personal experiences of triumph and disaster will inspire readers, teaching them that what works for one person may not work for another. *Stand and Deliver* provides countless practical tips and suggestions in a highly pragmatic text that will boost readers' confidence. By demolishing destructive myths about public speaking, Ian shows readers how to think positively about nerves and use them to help, not hinder. Offering straightforward advice, this book demonstrates that everyone can speak confidently in public by challenging preconceptions and providing a wide range of tools to success.

*Rhetoric: A Very Short Introduction* Richard Toye, 2013-03-28 Society's attitudes to rhetoric are often very negative. Here Richard Toye provides an engaging, historically informed introduction to rhetoric from Ancient Greece to the present day. Wide-ranging in its scope, this *Very Short Introduction* is the essential starting point for understanding the art of persuasion.

***The Wedding Speech Manual*** Peter Oxley, 2019-02-09 Do an outstanding wedding speech in 7 easy steps. Do you need to do a wedding speech but have no idea how to start or what to say? Are you nervous about standing up and speaking in public? Or do you just need some pointers to get that speech 100% awesome? Are you looking for a practical guide to walk you through the whole wedding speech process? The *Wedding Speech Manual* is here for you. Your 7 Steps to Wedding Speech Success. I will show you: Preparation: how to calm your nerves and be fully prepared before and on the wedding day. Get your material: three simple ways to get you overflowing with ideas in no time. Your main problem will be what to leave out. Structure and write your speech: how to turn those ideas into a great speech quickly and painlessly. Edit your speech: how to polish your speech into the best it can possibly be. Practice the secret sauce: massively boost your confidence and ability to stand up and deliver your speech. Delivery: do your speech as confidently, calmly and impressively as any professional. Troubleshooting: so you're 100% prepared for anything that could possibly happen. The *Wedding Speech Manual* is your complete practical step-by-step guide to writing and performing a personalised wedding speech which will be enjoyed and cherished by your loved ones, friends and family. Thank you very much Mr Peter Oxley, the wedding was yesterday and the speech went down a storm. This book helped me so much, everyone said I nailed it. If anyone out there has a wedding speech to do soon, then forget the rest, this book is the only one you'll need or want. Thanks again Robert Butler. This comprehensive yet readable guide is for all wedding speakers: father of the bride, groom, best man, brides, mothers of the bride, bridesmaids, and will give you the confidence that you have an excellent original wedding speech which hits all the right notes. Get your wedding speech written quickly so you can focus on practising and all the other things you have to do. Show you the tools which the professionals use to master their nerves so you can deliver your speech confidently, coolly and calmly and enjoy the big day. The *Wedding Speech Manual* will show you what you will be.

expected to say and do How to master your nerves and stop them getting in the way of your successful speech How to find loads of entertaining and amusing material to fill your speech How to get the audience on your side right from the start The key reasons why so many wedding speeches fail and how to make sure yours doesn't How to write and perfect your speech a lot quicker and easier than you ever thought possible The dreaded wedding speech etiquette made simple what you should and shouldn't say How to deliver your speech as confidently calmly and impressively as possible How to handle all the other stuff which can blind side a public speaker like using props microphones and handling difficult audiences     **The**

**Cambridge Handbook of Methods in Conversation Analysis** Jeffrey D. Robinson, Rebecca Clift, Robin H. Kendrick, Chase Wesley Raymond, 2024-12-05 Conversation Analysis CA is one of the predominant methods for the detailed study of human social interaction Bringing together thirty four chapters written by a team of world renowned experts this Handbook represents the first comprehensive overview of conversation analytic methods Topics include how to collect manage and transcribe data how to explore data in search of possible phenomena how to form and develop collections of phenomena how to use different types of evidence to analyze data how to code and quantify interaction and how to apply publish and communicate findings to those who stand to benefit from them Each method is introduced clearly and systematically and examples of CA in different languages and cultures are included to show how it can be applied in multiple settings

Comprehensive yet accessible it is essential reading for researchers and advanced students in disciplines such as Linguistics Sociology Anthropology Communication and Psychology     **Confessions of a Public Speaker** Scott Berkun, 2009-10-20 In

this hilarious and highly practical book author and professional speaker Scott Berkun reveals the techniques behind what great communicators do and shows how anyone can learn to use them well For managers and teachers and anyone else who talks and expects someone to listen Confessions of a Public Speaker provides an insider's perspective on how to effectively present ideas to anyone It's a unique entertaining and instructional romp through the embarrassments and triumphs Scott has experienced over 15 years of speaking to crowds of all sizes With lively lessons and surprising confessions you'll get new insights into the art of persuasion as well as teaching learning and performance directly from a master of the trade

Highlights include Berkun's hard won and simple philosophy culled from years of lectures teaching courses and hours of appearances on NPR MSNBC and CNBC Practical advice including how to work a tough room the science of not boring people how to survive the attack of the butterflies and what to do when things go wrong The inside scoop on who earns 30 000 for a one hour lecture and why The worst and funniest disaster stories you've ever heard plus countermeasures you can use Filled with humorous and illuminating stories of thrilling performances and real life disasters Confessions of a Public Speaker is inspirational devastatingly honest and a blast to read     **Hard Sell** Colin Clark, 2014-08-01 Market pitchers routinely

transform a patch of bare ground into a sea of eager purchasers using little more than their gift of the gab and some homespun psychology to convince passers by to stop and buy their goods Employing some of the world's most successful

selling techniques in one of the oldest and most difficult of all marketing situations their rhetoric and social skills have to equal that employed by the most accomplished salespersons politicians and professional persuaders Between 1984 and 1994 sociologists Clark and Pinch recorded over 75 pitching routines on street markets and other sales sites throughout the UK mainland Europe and the United States Using examples of pitchers attracting a crowd describing and demonstrating their goods building bargains cajoling the unconvinced to make a purchase and coping with problem customers the authors reveal for the very first time the reasons for these traders extraordinary success both on and away from the markets Comparing their findings with more orthodox sales situations direct response TV home shopping and infomercials as well as other forms of grass roots selling fly pitching the mock auction sales con street entertaining and urban hustling the authors highlight many important lessons that have relevance for everyone involved in all types of marketing advertising and persuasion In this revised updated and extended edition the authors also reveal why today pitching on markets appears to have become a dying art Original authoritative and highly readable **The Hard Sell** is an essential and often hilarious guide for anyone who wants to understand how real life selling really works

**How to Speak so People Listen** Mike Clayton, 2013-10-11 In a busy world of noise how do you get your message across Everyone knows how vital good communication is in any business But what is the point if no one is listening to you **How to Speak so People Listen** shows you how to make sure that what you are saying is being listened to and making a difference Using proven techniques from the world's most successful communicators debaters and conversationalists you will discover how to Always be heard by speaking in a compelling persuasive and powerful way Seize attention make an impact and leave a memorable first impression Think fast and quickly adapt your message to suit your audience Stand out at meetings conferences networking events and chance encounters Be confident at public speaking someone people really want to listen to Effective tools strategies tips and tricks will make sure you are able to command attention and know that whenever you speak people will want to hear what you have to say

**Human-Computer Interaction** Masaaki Kurosu, Ayako Hashizume, 2023-07-08 The four volume set LNCS 14011 14012 14013 and 14014 constitutes the refereed proceedings of the Human Computer Interaction thematic area of the 25th International Conference on Human Computer Interaction HCII 2023 which took place in Copenhagen Denmark in July 2023 A total of 1578 papers and 396 posters have been accepted for publication in the HCII 2023 proceedings from a total of 7472 submissions The papers included in the HCI 2023 volume set were organized in topical sections as follows Part I Design and evaluation methods techniques and tools interaction methods and techniques Part II Children computer interaction emotions in HCI and understanding the user experience Part III Human robot interaction chatbots and voice based interaction interacting in the metaverse Part IV Supporting health quality of life and everyday activities HCI for learning culture creativity and societal impact

**Split-Second Persuasion** Kevin Dutton, 2011-02-03 An entertaining look at the psychology and neuroscience behind the act of influencing others **Kirkus Reviews** People try to persuade us every day From the news to the Internet to

coworkers and family everyone and everything wants to influence our thoughts in some way And in turn we hope to persuade others Understanding the dynamics of persuasion can help us to achieve our own goals and resist being manipulated by those who don't necessarily have our best interests at heart Psychologist Kevin Dutton has identified a powerful strain of immediate instinctual persuasion a method of influence that allows people to disarm skepticism win arguments and close deals With a combination of astute methods and in depth research in the fields of psychology and neuroscience Dutton's fascinating and provocative book Introduces the natural super persuaders in our midst Buddhist monks magicians advertisers con men hostage negotiators and even psychopaths Reveals which hidden pathways in the brain lead us to believe something even when we know it's not true Explains how group dynamics can make us more tolerant or deepen our extremism Illuminates the five elements of SPICE simplicity perceived self interest incongruity confidence and empathy for instantly effective persuasion Split Second Persuasion offers some powerful insights into the art and science of getting people to do what you want New Scientist

**The Routledge Handbook of Public Speaking Research and Theory** Stevie M. Munz, Tim McKenna-Buchanan, Anna M. Wright, 2024-04-18 Providing a comprehensive survey of the empirical research theory and history of public speaking this handbook fills a crucial gap in public speaking pedagogy resources and provides a foundation for future research and pedagogical development Bringing together contributions from both up and coming and senior scholars in the field this book offers a thorough examination of public speaking guided by research across six key themes the history of public speaking the foundations of public speaking issues of diversity equity and inclusion considerations of public speaking across contexts assessment of public speaking and the future of public speaking in the twenty first century The evidence based chapters engage with a broad discussion of public speaking through a variety of viewpoints to demonstrate how subtopics are connected and fraught with complexity Contributors explore public speaking in education business and professional settings and political contexts and outline how skills learned through public speaking are applicable to interpersonal small group and business interactions Reinforcing the relevance importance and significance of public speaking in individual interpersonal social and cultural communication contexts this accessibly written handbook will be an indispensable resource for public speaking instructors and program administrators It will also be valuable reading for Communication Pedagogy and Introduction to Graduate Studies courses

Cicero's Use of Judicial Theater Jonathan Hall, 2014-08-13 In Cicero's Use of Judicial Theater Jon Hall examines Cicero's use of showmanship in the Roman courts looking in particular at the nonverbal devices that he employs during his speeches as he attempts to manipulate opinion Cicero's speeches in the law courts often incorporate theatrical devices including the use of family relatives as props during emotional appeals exploitation of tears and supplication and the wearing of specially dirtied attire by defendants during a trial all of which contrast strikingly with the practices of the modern advocate Hall investigates how Cicero successfully deployed these techniques and why they played such a prominent part in the Roman courts These judicial theatrics are rarely



discussed by the ancient rhetorical handbooks and Cicero's *Use of Judicial Theater* argues that their successful use by Roman orators derives largely from the inherent theatricality of aristocratic life in ancient Rome; most of the devices deployed in the courts appear elsewhere in the social and political activities of the elite. While Cicero's *Use of Judicial Theater* will be of interest primarily to professional scholars and students studying the speeches of Cicero, its wider analyses both of Roman cultural customs and the idiosyncratic practices of the courts will prove relevant also to social historians as well as historians of legal procedure.

**Sounds Good on Paper** Roger Horberry, 2010-05-01 Career experts have noted the enormous competitive advantage of employees who excel at written communication. This book, written by one of London's top copywriters, is a fun guide to using fifty of the most powerful and persuasive figures of speech to add freshness and flavor to everything from the most routine business communication to marketing copy, which has an immediate and memorable impact. Figures of speech with their double meaning wordplay can add a level of style and impact and pump up your powers of persuasion.

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