

Author	Title	In Stock	Medium	Type	Detail
Ash, Russell	<u>The Top ten of Everything</u>	Yes	Book	Ref	
Bays, Robert	<u>Enlightenment is not the Tooth Fairy</u>	Yes	Book	Motiv	
Brooks, David	<u>Elements of Eloquence</u>	Yes	Audio CDs	Edu	6 hours of great instruction from 6 World Champions.
Cannon, Hugh	<u>Cannon's Concise Guide to Rules of Order</u>	Yes	Book	Ref	A guide to holding effective meetings--based on common sense, logic, courtesy, and communication--offers amusing and revealing anecdotes designed for beginners and veterans, and for all types and sizes of meetings.
Carnegie, Dale	<u>The Quick and Easy Way to Effective Speaking</u>	Yes	Book	Edu	Good public speakers are made, not born - or so thinks Dale Carnegie, the pioneer of personal business skills. Yet business, social and personal satisfaction depend heavily upon a person's ability to communicate clearly. Public speaking is an important skill which anyone can acquire and develop. It is also the very best method of overcoming self-consciousness and building up courage, enthusiasm and self-confidence. This classic, well established title has been called 'the most brilliant book of its kind'. It takes you step by step through: acquiring basic skills; developing confidence; speaking effectively the quick and easy way; earning the right to talk; vitalising your talk; and sharing the talk with the audience as well as organisation, presentation and other skills. --This text refers to an out of print or unavailable edition of this title.
Cooney, Brian	<u>Talk Sense!</u>	Yes	Book	Edu	Most people feel uncomfortable when asked to speak to a group. This book simplifies the process of speaking by guiding you through the four simple steps which apply to any speech. Whether a large audience, a social gathering or any speaking event this book will allow you to be comfortable and deliver presentations which your audience will be happy to hear. This is a very practical how-to book covering the A to Z of presentation skills. A terrific reference guide for anyone needing to present effectively. --K Larkan APS FAIM, Former President National Speakers Association
Daniels, Peter	<u>The Awesome Power of Public Speaking</u>	Yes	Book	Edu	
Edwards, Ron	<u>The Australian Yarn</u>	Yes	Book	Gen	
Fulghum, Robert	<u>All I really Need to Know I Learned in Kindergarten</u>	Yes	Book	Motiv	Unitarian minister Fulghum has become something of a celebrity since a talk he gave at a primary school graduation ("Share everything. Play fair. . . . LOOK.") generated such interest that it ultimately found its way into "Dear Abby." Here is more of his philosophy - always go with dreams, imagination, hope, laughter, and love - accompanied by random musings on dandelions, medicine cabinets, and the vices of excessive tidiness, which are quirky and often thought-provoking. Undergirded by his love for family and (loosely understood) for God, this makes refreshing reading.
Gelb, Michael	<u>Present Yourself</u>	Yes	Book	Edu	Great ideas from the best-selling author of How to Think Like Leonardo DeVinci! Learn the techniques and relevant skills of dynamic, successful presenters. Whether you're going to speak to 5 or 500, this complete resource provides useful, cutting-edge information you can't be without. Learn what you can do to be a presenter who is a dynamic part of the message, how to transform fear, know and "read" your audience, set the stage, make them remember, and much more. Used successfully by educators, business executives, professionals, trainers—a standard work in its field.
Green, Jonathon	<u>A Dictionary of Contemporary Quotations</u>	Yes	Book	Ref	
Hince, Robert	<u>Fun Adventures and Laughter Can Build a Better You</u>	Yes	Book	Motiv	
Malouf, Doug	<u>How to Create and Deliver a Dynamic Presentation, 2nd ed</u>	Yes	Book	Edu	
Malouf, Doug	<u>Confidence Through Public Speaking</u>	Yes	Book	Edu	
McInnes-Smith, Lisa et al	<u>How to Motivate, Manage and Market Yourself (2 copies)</u>	Yes	Book	Motiv	Printed in easy to read big letters. A motivational book. Illustrated in cartoons for effect. The Australian authors are well known for presenting seminars and training courses, and the book is full of many helpful ideas. Topics covered include: how to set goals, how to get organized, and how to market and sell yourself and your ideas with confidence.for work, and of average relevance in personal life.
Murray-Smith, Stephen	<u>The Dictionary of Australian Quotations</u>	Yes	Book	Ref	
Nightingale Conant (publisher)	<u>The Executive Treasury of Humor</u>	Yes	Audio	Edu	

		Yes			Forensics, more commonly known as speech and debate, is one of the most rewarding and beneficial educational activities available to students. This textbook is designed to introduce students to individual forensic events, giving suggestions and guidelines for their preparation. The text describes each event and the experience of competing. Students are shown how to select and perform winning materials, and how to achieve success. Chapters describe the structure and strategies of original oratory, extemporaneous speaking, humorous, dramatic, poetic, and duet interpretation, as well as prose interpretation, impromptu and expository speaking required by many national forensics contests. Also includes a chapter on competitive mock legislatures. For speech and debate contests, this book can help anyone become a winner!
Oberg, Brent C	Forensics: The winners' guide to speech contests		Book	Edu	
		Yes			With endorsements from two of the largest and most influential public speaking groups -- the National Speakers Association and Toastmasters International -- this book is written by an expert speechwriter whose eloquent voice leads readers through the difficult process of writing a great speech. In these pages a seasoned speechwriter reveals his trade secrets - from analyzing the needs of an audience to leaving them with a satisfying sense of closure - as he guides readers through the process of planning, writing, and honing an outstanding speech. Readers will discover effective ways to connect with an audience, explain concepts, and support ideas, learn how to time and cut a speech when necessary. The bottom line? When readers have finished this book, they will be well on their way to making their next big speech a big success! Anyone -- from a businessperson to a community member -- who wants to learn the skills necessary to write and deliver a memorable speech. Part of the Essence of Public Speaking Series.
Pertman, Alan	Writing great speeches		Book	Edu	
Pinkney, M & Whiter, B	Pocket Positives	Yes	Book	Ref	
		Yes			This book contains all the information you need to prepare and present an audiovisual presentation. You'll learn the most common visual aids - from low-tech handouts to high-tech ones using computers - and the tips and techniques for designing and using them effectively. You'll discover the four steps in developing any audiovisual presentation.
Putman, Peter	The TI guide to audiovisual presentations		Book	Edu	
Qubein, Nido	Communicate Like a Pro	Yes	Book	Edu	
Renton, NE	Guide for Meetings. 5th ed	Yes	Book	Ref	
Spencer, Ivor	Speeches and Toasts	Yes	Book	Edu	
Tidy, Bill	It can't be true	Yes	Book	Ref	
Toastmasters International	Toastmasters International Convention 1990	Yes	Audio	Gen	
Toastmasters International	Toastmasters International Convention 1994 (2 copies)	Yes	Audio	Gen	
		Yes			A video guide to supportive, useful evaluations. By giving and receiving practical, serviceable evaluations, members can sharpen their listening skills as well as hone their speaking proficiency.
Toastmasters International	Effective evaluation		Video (VHS only)	Edu	
		Yes			A sequenced series of six audio taped sessions, conducted personally by Dr Waitley, combining breakthrough research with down-to earth personal philosophy and real-life success stories that illustrate the skills common to all winners.
Waitley, Denis	The Winner's Edge: The Ultimate Success System		Audio	Motiv	
		Yes			Excerpts from a review by Simon Catterson, The Age "We tend to be at our best when least self-conscious. Many of the most memorable Australian speeches have been made by accidental orators, while others offer rhetorical exemplars. There is a rich selection of both informal and formal speech in these two books, which together constitute a thorough spoken history of Australia." "Warhaft points out in the introduction to her massive, brilliantly compiled anthology that the Australian reputation for inarticulateness is a furphy. It takes a great speaker such as a Rose Scott, a Robin Boyd or a William Stanner to elucidate the nature of the multifaceted Australian silence." "Well May We Say captures much of the range and depth of the Australian experience. One of the chief delights is the many lesser-known speakers who richly deserve their inclusion. It is likely that this collection will prove well nigh indispensable."
Warhaft, Sally	Well May we Say....The Speeches that Made Australia		Book	Ref	
		Yes			A handbook to effective public speaking can help even the nervous speaker to correctly use humor, deliver a speech effectively and efficiently, target an audience, and more.
Wohlmut, Ed	The Overnight Guide to Public Speaking		Book	Edu	
		Yes			This how-to book takes the reader from beginning to end in the speaking process. Provides a blueprint for discovering one's speaking talent, discovering it and displaying it.
Wydro, Kenneth	Think on Your Feet		Book	Edu	