



Power Speak

Dorothy Leeds

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PowerSpeak shows you how to engage, stimulate, and maintain an audience's attention. This book focuses on the elements of speaking effectively from a design and a delivery perspective. Dorothy Leeds, rated by Dun's Business Month as one of the top motivational speakers in the country, isolates these essential elements to assure that any speaker can gain and keep the audience's attention. She focuses on the trouble spots of any presentation and the six major faults speakers make.

This book also includes tips and strategies for the following:

- o Breaking the fear barrier.
- o Ten steps that guarantee a complete presentation.
- o How to avoid weak, passive language and make humor your ally.
- o Voice and speech exercises.
- o How to handle the Q & A portion of a presentation.
- o How to develop your own style and project positive body language.
- o How to incorporate (or not incorporate) new technology into presentations.

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