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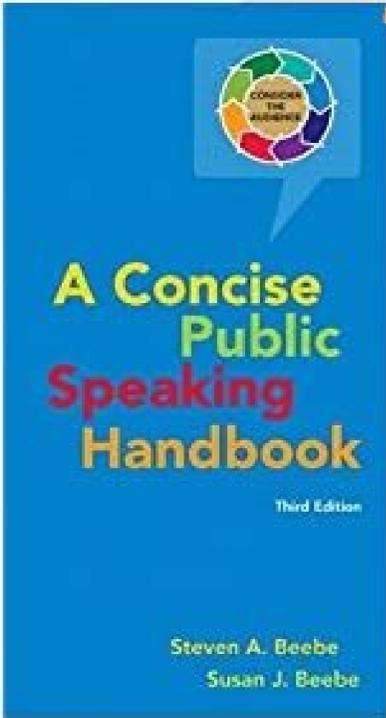
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for *A Concise Public Speaking Handbook, 5e*
Steven A. Beebe • Susan J. Beebe

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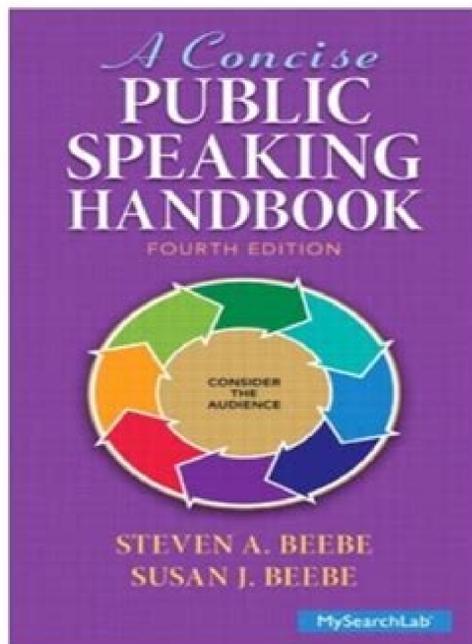
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Instant Access ISBNs are for individuals purchasing with credit cards or PayPal. PART I: INTRODUCTION 1. Selecting Presentation Aids 21. It also offers strategies on how to engage an audience in a mediated setting. There is also a discussion on how to be a good digital citizen. Voice-activated technology gives students the power to listen on Amazon Alexa-enabled or Google Assistant-enabled devices using simple voice commands. But if students need a loose-leaf print reference to complement their Revel experience, they can purchase one from within their Revel course at any time. Informed by extensive research on how people read, think, and learn, Revel is an interactive learning environment that enables students to read, practice, and study in one continuous experience — for less than the cost of a traditional textbook. Learn more about Revel. Supporting Your Speech PART IV: CRAFTING A SPEECH 11. There is also a discussion on how to be a good digital citizen. NEW - Voice-activated technology gives students the power to listen on Amazon Alexa-enabled or Google Assistant-enabled devices using simple voice commands. Dynamic content designed for the way today's students read, think, and learn brings concepts to life. Interactives integrated directly into the author-created narrative keep students engaged as they read through each chapter. Show Order Information for Pearson offers affordable and accessible purchase options to meet the needs of your students. Educators can add notes for students, too, including reminders or study tips. Concise, practical coverage of the public speaking process sets students up for success. The text offers a number of strategies to improve speaker confidence. To help students manage the anxiety they may experience when they think about speaking to an audience, Chapter 2 is devoted to improving speaker confidence. Developing an Introduction 14. In the Fifth Edition, these boxes have been updated with contemporary examples designed to resonate with today's students. Study guides at the end of each chapter summarize chapter content that reinforces the learning objectives listed at the beginning of the chapter. By focusing student attention on the dynamics of diverse audiences, ethics, and communication apprehension, the text narrows the gap between the classroom and the real world. K12 Educators: Contact your Savvas Learning Company Account General Manager for purchase options. Highlights of the DIGITAL UPDATE (available now) Videos bring to life examples, speeches, and explanations of communication principles across a variety of public speaking situations. Presenting Your First Speech 4. Users can upload original content for peer and instructor feedback, or embed YouTube content with just a few clicks. For example, the trending column reveals whether students' grades are improving or declining, helping educators to identify students who might need help to stay on track. LMS integration provides institutions, instructors, and students easy access to their Revel courses via Blackboard Learn™, Canvas™, Brightspace by D2L™, and Moodle™. Nonverbal Communication 18. Highlights of the DIGITAL UPDATE (available now) Videos bring to life examples, speeches, and explanations of communication principles across a variety of public speaking situations. The appendix clarifies the differences among synchronous, asynchronous, and hybrid presentations. Connect with us to learn more. Using Persuasive Strategies 25. More than two dozen new videos have been added on topics such as: audience analysis, effective listening, conquering the fear of public speaking, writing a perfect 60-second hook, adding humor to a speech. Additional student speech videos have been incorporated into the text on topics such as: audio and video manipulation, preventing child abuse, establishing a healthy lifestyle, dying the theory of Afro-pessimism. UPDATED - Key content is presented via more engaging interactive functionality. The Quick Check boxes in Chapters 12 and 13 have been redesigned as interactive drag-and-drop activities. In addition, Table 16.1 (Advantages and Disadvantages of Methods of Delivery) and Table 22.1 (Types of Informative Speeches) have been converted to interactive drag-and-drop activities. Speaking in Small Groups Appendix: Mediated Public Speaking Introduction: Mediated Public Speaking 1. Mediated Communication: An Introduction A. 2. Types of Online Presentations A. 3. Audience A. 4. Preparing for Your Online Presentation A. 5. Rehearsing Your Online Presentation A. 6. Delivering or Recording Your Online Presentation A. 7. Online Etiquette: Digital Citizenship Format Paper ISBN-13: 9780134401836 Availability Instructor's Resource Manual (Download only) for A Concise Public Speaking Handbook, 5th Edition PowerPoint Presentation (Download Only) for A Concise Public Speaking Handbook, 5th Edition Test Bank (Download Only) for A Concise Public Speaking Handbook, 5th Edition Blackboard Test Item File (Download Only) for A Concise Public Speaking Handbook, 5th Edition WebCT Test Item File (Download Only) for A Concise Public Speaking Handbook, 5th Edition MyTest Test Bank for A Concise Public Speaking Handbook, 5th Edition Format Paper ISBN-13: 9780205564118 Online purchase price \$46.65 Availability This item is currently unavailable for purchase on our websites. Actionable information, such as points earned on quizzes and tests and time on task, helps educators intersect with their students in meaningful ways. In addition, it covers how to prepare, rehearse, and deliver an online presentation. Each end-of-chapter Study Guide also includes: Self-Assessment questions to help readers evaluate how prepared they are to apply the chapter material in their own speeches Ethics Assessment questions to encourage consideration of ethical issues Critical Assessment questions that provide a variety of speechmaking scenarios to help students think critically and further apply chapter concepts Superior assignability, tracking, and pedagogical tools help educators make sure students are completing their reading and understanding core concepts The assignment calendar allows educators to indicate precisely which readings must be completed on which dates. The Digital Update includes many new videos, improved interactive resources, and a new appendix on Mediated Public Speaking. Revel is Pearson's newest way of delivering our respected content. Integrated directly into this chapter, the Personal Report of Public Speaking Anxiety enables the reader students to assess her confidence level, receive her score immediately, and continue reading about how to improve speaking anxiety — all without breaking stride in the chapter. Techniques for managing speaker apprehension, such as how to look for positive listener support when delivering a message, are also included throughout the text. Besides learning how to speak in public, one of the most valued benefits of studying public speaking is becoming a more discriminating listener by developing critical listening skills. A section on listening, critical thinking, and analyzing and evaluating speeches helps students better understand their roles as speakers and listeners. Critical Assessment questions at the end of each chapter offer further opportunities to listen, analyze, and think critically. Emphasizing that an effective speaker is an ethical speaker, the authors help students understand the importance of ethics. Ethics is emphasized throughout the text, as well as in the dedicated Chapter 4, Ethics and Free Speech. Ethics Assessment questions at the end of each chapter spark thought and discussion on ethical issues in public speaking. A pedagogically sound framework helps students build the skills they need. Learning objectives at the beginning of every chapter provide a preview of chapter content and help students focus their study. Content is available both online and offline, and the app syncs work across all registered devices automatically, giving students great flexibility to toggle between phone, tablet, and laptop as they move through their day. Flexible, on-demand grade synchronization capabilities allow educators to control exactly which grades should be transferred to their LMS Gradebook. Revel is built for digital learning, but we've got you covered if you need print, too. Revel gives students everything they need in an integrated digital learning environment. Ethics and Free Speech PART II: ANALYZING AN AUDIENCE 5. NEW - More than two dozen new videos have been added on topics such as: audience analysis, effective listening, conquering the fear of public speaking, writing a perfect 60-second hook, adding humor to a speech. NEW - Additional student speech videos have been incorporated into the text on topics such as: audio and video manipulation, preventing child abuse, establishing a healthy lifestyle, dying the theory of Afro-pessimism. UPDATED - Key content is presented via more engaging interactive functionality. The Quick Check boxes in Chapters 12 and 13 have been redesigned as interactive drag-and-drop activities. In addition, Table 16.1 (Advantages and Disadvantages of Methods of Delivery) and Table 22.1 (Types of Informative Speeches) have been converted to interactive drag-and-drop activities. With single sign-on, students can be ready to access an interactive blend of authors' narrative, media, and assessment on their first day. Savvas Learning Company is a trademark of Savvas Learning Company LLC. Using a concise reference format that facilitates quick and easy access to key information, authors Steven and Susan Beebe present a balance of theory and practice to guide students on how to enhance their public speaking skills. Thanks to this media-rich presentation of content, students are more likely to complete their assigned reading and retain what they've read. Audio excerpts throughout the text highlight effective speech examples and reinforce learning. Listening 6. Outlining and Revising Your Speech 13. Verbal Communication 19. Analyzing Your Audience 7. This clear, detailed schedule helps students stay on task by eliminating any ambiguity as to which material will be covered during each class. Several interactive surveys, including the Personal Report of Public Speaking Anxiety Profile, have been rebuilt with a more user-friendly interface. NEW - An appendix entitled Mediated Public Speaking provides additional in-depth information and activities related to giving mediated presentations. DIGITAL UPDATE available now For courses in Public Speaking An audience-centered approach to public speaking in a concise reference format Revel™ A Concise Public Speaking Handbook emphasizes the importance of analyzing and considering the audience at every point in the speech-making process. Adapting to Your Audience as You Speak PART III: PREPARING A SPEECH 8. Informative Speaking 23. Instructors, you may still place orders with your bookstore. These assessments allow students to test their understanding of the material as they read as well as enable instructors to track progress. The Revel mobile app lets students read, practice, and study — anywhere, anytime, on any device. Understanding Principles of Persuasive Speaking 24. Delivering Your Speech 20. Several interactive surveys, including the Personal Report of Public Speaking Anxiety Profile, have been rebuilt with a more user-friendly interface. An appendix entitled Mediated Public Speaking provides additional in-depth information and activities related to giving mediated presentations. Methods of Delivery 17. Objectives are also repeated at the start of every section. Quick Checks help students organize the tasks they need to perform when preparing their speeches, listing items that can be checked off as each step in the process is completed. How To boxes provide clear instructions for applying concepts from the text to real-life public speaking. Having these share-and-comment tools available directly within Revel™ makes for an even more interactive learning experience. Assessments tied to primary chapter sections, as well as full chapter exams, test student understanding of the concepts presented in the chapter and provide immediate feedback. For example, in Chapter 3 an interactive figure diagramming the various tasks involved in the speechmaking process reinforces the authors' hallmark audience-centered model. MediaShare integration makes it easier than ever for students and instructors to share and comment on speeches, as well as other videos, documents, images, and more. When they understand exactly what is expected of them, students are better motivated to keep up. The performance dashboard empowers educators to monitor class assignment completion as well as individual student achievement. Gathering Supporting Material 10. Preparing and Using Presentation Aids PART VI: TYPES OF SPEECHES 22. Fully digital and highly engaging, Revel replaces the textbook and gives students everything they need for the course. Organizing Your Speech 12. Speaking on Special Occasions 26. Beebe & Beebe ©2018 | 288 pp Format Spiral Bound ISBN-13: 9780135496640 Suggested retail price \$39.99 Availability Beebe & Beebe ©2018 | Pearson Format Access Code Card ISBN-13: 9780134401645 Suggested retail price \$53.32 Availability Vivian ©2017 | Pearson | 320 pp Format Paper ISBN-13: 9780135496756 Suggested retail price \$59.99 Availability Beebe & Beebe ©2019 | Pearson Format Access Code Card ISBN-13: 9780135197592 Suggested retail price \$79.99 Availability Beebe & Beebe ©2015 | Spiral Bound Public Speaking (Speech Communication) The app also lets students set assignment notifications to stay on top of all due dates. The Revel audio playlist lets students listen and learn as they go. The writing functionality in Revel enables educators to integrate writing — among the best ways to foster and assess critical thinking — into the course without significantly impacting their grading burden. Self-paced Journaling Prompts throughout the narrative encourage students to express their thoughts without breaking stride in their reading. Assignable Shared Writing Activities direct students to share written responses with classmates, fostering peer discussion. Essays integrated directly within Revel allow instructors to assign the precise writing tasks they need for the course. Highlighting, note taking, and a glossary let students read and study however they like. Developing a Conclusion 15. Improving Your Confidence 3. Using Words Well PART V: DELIVERING A SPEECH 16. Speaking in Public 2. Developing Your Speech 9. Students can listen to audio clips while they read, which brings examples to life in a way that a printed text cannot. Interactive figures help students visualize, and thus better understand, hard-to-grasp concepts.

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