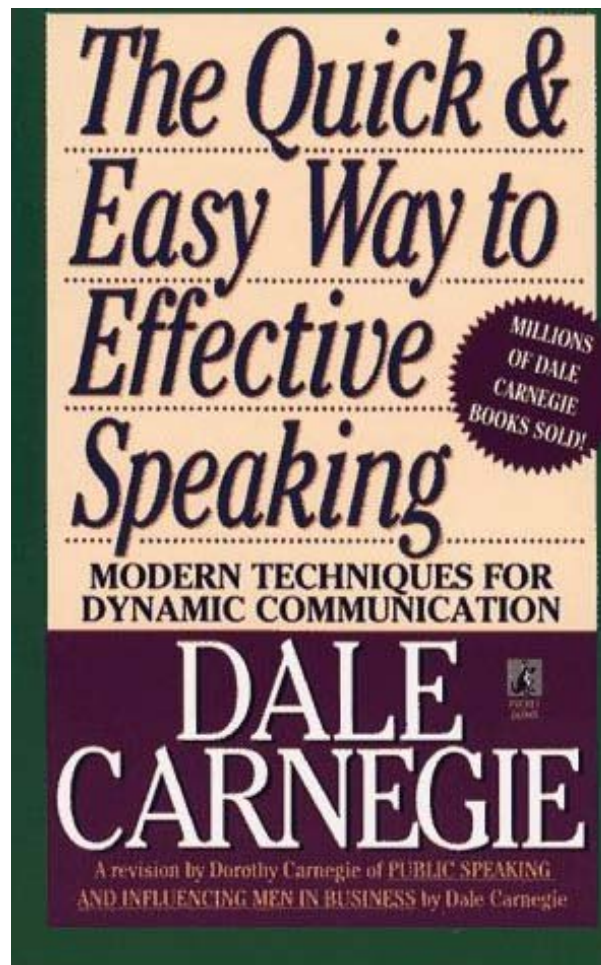
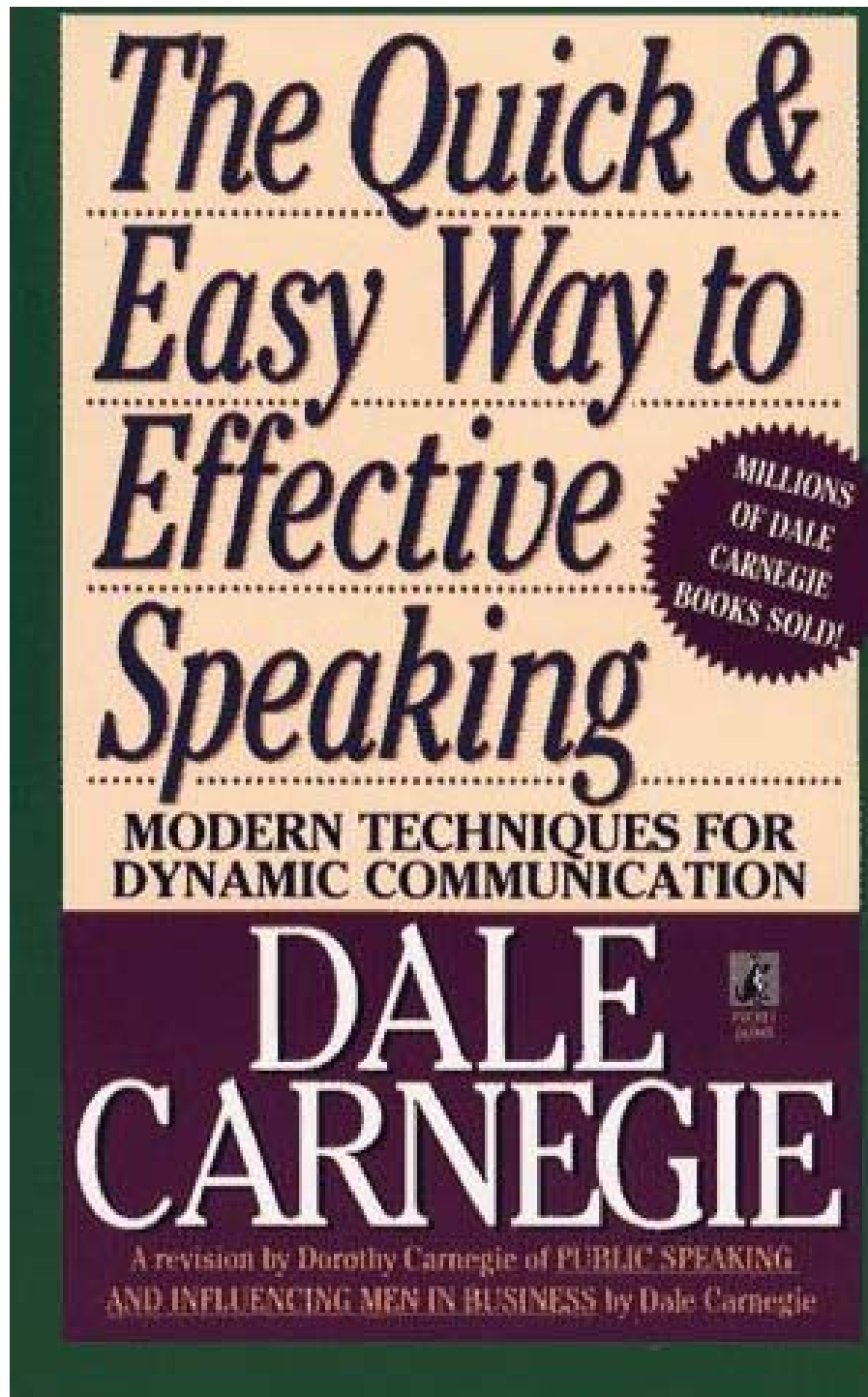


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About the Author

Dale Carnegie (1888-1955) described himself as a "simple country boy" from Missouri but was also a pioneer of the self-improvement genre. Since the 1936 publication of his first book, *How to Win Friends and Influence People*, he has touched millions of readers and his classic works continue to impact lives to this day.

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- 224 pages

Features

- The Quick and Easy Way to Effective Speaking

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Most helpful customer reviews

188 of 193 people found the following review helpful.

Easy to Understand, A bit more difficult to master.

By Richard La Fianza

This book has 14 chapters of examples and insight into public speaking. The author, who taught public speaking at seminars for 40 years, has learned a lot and communicates his ideals well in written form. I really envy those who had a chance to listen to his public speeches. That is the weakest part of this book, which the author admits. It doesn't matter how much you read about speaking, you have to go out and do it, or you can't get better.

With that noted, this book does a great job at describing the speaking process. It starts by reviewing "the basics" and then divides his book into the special potential needs of its readers. At its core, this book tries to address the fears of its readers. It appears that public speaking strikes fear into more people, than anything else. If you are scared, you can't think well or express yourself clearly. Thus, if you can conquer your fear, you are on your way to giving a great speech.

"Quick" discusses three things to do. First, be prepared. You can't talk intelligently about any topic, if you don't understand it. Second, try to speak to your interests. The more you care about something, the more

interesting will be your speech. Third, remember your audience. Even if you love _____ (fill in the blank), you need to understand that your audience may not. Since, no speech is effective if you lose your audience, you have to remember their needs.

The other thing "Quick" does is give you good tips. Don't try to use them all at once. My advise, pick the one, or two you like the best and work on them. Once you perfect them, or decide you don't like them, try something else. For example, I like "Quick's" suggestions of using names when you tell a story. "Imagine a hero with no name" who would remember him? Well, if you want to use an example with people, give them names, it makes it easier for your audience to relate to them.

This is this book's strongest foundation, the colorful examples and the author ability to relate to his readers through them. He quotes famous people like Lincoln and Julius Ceaser repeatedly. He also cites more ordinary people to show how real people have good insights into life.

Overall, the examples and the organization are interesting and add to its strength. "Quick" is a good book, a good "primer" for new speakers. I don't think more experienced speakers will enjoy it as much, but there is enough here to please most people who want to improve their speaking skill, novice or expert.

102 of 106 people found the following review helpful.

He gets to the root of the matter.

By A Customer

I've been a member of Toastmasters Clubs and been trained in all the "fundamentals of speaking" but I'll tell you something: Carnegie's three fundamental principles are all you need. He's the only speaking teacher I've ever read who points out that all the superficial effects, like your voice quality and your gestures and whether you say UM or not, these aren't important. What really matters is that you're speaking about something you really believe and really want to say to this group, and something that you REALLY know, either from experience or intense study.

If you only speak on those topics, all the superficial stuff works out. You communicate. And you'll feel comfortable doing it. Carnegie's three fundamentals are the most important you'll ever encounter on speaking.

I'm the author of the book, Self-Help Stuff That Works, and I'm an expert on the subject, and I'm telling you if you want to help yourself to better speaking skills, study and practice the principles in this book and forget the superficials.

111 of 117 people found the following review helpful.

If You Going to Read Only One Book on Speaking?This is it.

By A Customer

The book has been reworked so may times and improved by the experiences of the Dale Carnegie Organization. That is what makes this book so good. This last revision by Dorothy Carnegie based on Mr. Carnegie's notes and plans is benefited by a strong editorial approach. The most important persistent advise is to talk about things you care about and are extremely knowledgeable about. Be excited about the subject or pick a new topic. Find every opportunity to speak and prepare for each one as a major opportunity. It tells how to limit your subject so that you have time to fill in the details that make it a winning talk. It guides you on how to personalize the speech and use words that have impact. The easy introduction to the methods of studying and understanding your audience are very important. It makes a good start on the field of audience participation. This book provides excellent advise on rehearsal.

This book along with every other speaking book drives home the point that there is no such thing as a good impromptu talk unless you were very lucky. In reality you work on subjects and material with a plan to use it at some future time. When you are speaking there are many things to watch. If you speak impromptu on a new subject some thing is going to suffer.

Introducing a speaker or presenting an award seems to stimulate reckless behavior much like the cutting desire to hurt people of newscasters. This book explains why this behavior is so short sighted.

Having read a Dale Carnegie book decades ago, I put off reading this book for fear it would be full of

positive thinking dribble. This book is completely straight forward in style. It is in textbook format, but it is extremely easy too read. The examples of actual students and successful speakers get a little shallow sometimes. The outstanding thumbnail review of each part of the book is very helpful. I have read 21 books on public speaking. Right now this book is my leading candidate for someone that is only interested in reading one book on public speaking. It just happens to be a very low price.

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