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Matt Shinn

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For anyone who needs to prepare for public speaking, from being asked to "say a few words" at a party to putting together a high-level presentation

Preparing and delivering speeches that make a true impact will come easily with this indispensable guide. Packed with everything from advice for speakers on structuring their thoughts to tips about mastering their nerves on the big day, it covers every aspect of speaking in public. Whether new to speaking in public or just wanting to brush up this important skill, this guide equips anyone to deal with any public speaking engagement.

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