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bound text covers all the topics typically taught in the introductory course and is the easiest-to-use public speaking text available. In every edition, including this one, hundreds of instructors have helped with the book focus on overcoming the fundamental challenges of the public speaking classroom.

The fourth edition of *Inviting Transformation* continues to offer an innovative approach to presentational speaking at a very reasonable price. The authors introduce readers to invitational rhetoric, teaching speakers to clarify ideas and to work to achieve understanding for all participants in an interaction. A primary goal of presentational speaking is to create an environment in which growth and change can occur for both the audience and the speaker. The text highlights four external conditions affecting transformational environments: safety, openness, freedom, and value (honoring the intrinsic worth of all individuals). To reflect respect for the diversity of the world, Sonja Foss and Karen Foss include options from many speaking traditions and practices to foster creativity. Discussions of all the processes of presenting—selecting a speaking goal, organizing ideas, elaborating on ideas, and delivering the presentation—emphasize inclusive speaking practices. Sample presentations provide clear and contemporary examples of the best invitational speaking practices. The authors recognize readers as competent communicators and encourage them to think about and systematize their approaches to presentational speaking. The exceptionally accessible writing style is an aid to readers in thinking through strategies for meeting their interactional goals. Readers learn to design and

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deliver effective presentations for any speaking situation.

Speech is art, skill, and a field of study. Today, however, the rich tradition of speech communication studies is either reduced to a few quick mentions of Aristotle and Cicero, or at worst, lost altogether. Why have we forgotten where we come from, and more importantly, why are we not sharing those origins with our students? In this book, we bring that extensive tradition to the forefront of public speaking instruction while also maintaining the skills aspect of public speaking pedagogy. In short, we help you understand the "why" behind the "how" in effective public speaking. --Preface

Every day we communicate in our professional and personal lives to initiate or improve relationships, get what we want, function in teams, and learn new things. The success of these interactions depends on the ability to be effective in conveying messages. The Fourth Edition of this widely used text presents indispensable skills to encode and decode messages, guiding readers to develop their own communication style. Retaining its concise yet comprehensive coverage, the latest edition explores digital-age communication techniques and includes sections on communication privacy management theory and affection exchange theory. Oral Communication, 4/E presents a wide range of introductory topics in an affordable, straightforward, and fun format. Each chapter opens with clear learning objectives and ends with key terms and discussion questions. Interactive exercises throughout the book engage readers as they are asked to reflect on previous experiences, experiment with tools

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provided to them in the text, react to hypothetical scenarios, and think critically. Readers will benefit from professional sidebars that illustrate how academic concepts fit into the careers they will soon enter.

This practical sourcebook has been specially prepared to give you an at-a-glance guide to quality video program-making on a modest budget. Emphasis throughout is on excellence with economy; whether you are working alone or with a small multi-camera group. The well-tried techniques detailed here will steer you through the hazards of production, helping you to avoid those frustrating, time-wasting problems, and to create an effective video program. For many years Video Production Handbook has helped students and program-makers in a wide range of organizations. Now in its thoroughly revised 3rd edition, Video Production Handbook guides you step-by-step, explaining how to develop your initial program ideas, and build them into a successful working format. It covers the techniques of persuasive camerawork, successful lighting and sound treatment, video editing...etc. You will find straightforward up-to-the-minute guidance with your daily production problems, and a wealth of practical tips based on the author's personal experience. In this extended edition, you will see how you can use quite modest chromakey facilities and visual effects to create the magic of virtual reality surroundings. Gerald Millerson's internationally acclaimed writings are based on a long and distinguished career with the BBC. His lecturing background includes TV production courses in the United States and UK. His other books for Focal Press have become standard works in a

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number of languages, and include his classic course text Television Production 13th ed, Effective TV Production 3rd ed, Video Camera Techniques 2nd ed, Lighting for TV and Film 3rd ed, Lighting for Video 3rd ed and TV Scenic Design.

Widely praised for its conversational tone and clear advice, Practically Speaking is the public speaking textbook your students will actually read. Filled with engaging stories and examples, sound scholarship and recent research, and useful tips and tricks, Practically Speaking shows students how to get started, practice thinking critically, and ultimately develop their own voice.

The focus of this manual is not what provisions to include in a given contract, but instead how to express those provisions in prose that is free of the problems that often afflict contracts.

Content analysis is one of the most important but complex research methodologies in the social sciences. In this thoroughly updated Second Edition of The Content Analysis Guidebook, author Kimberly Neuendorf provides an accessible core text for upper-level undergraduates and graduate students across the social sciences. Comprising step-by-step instructions and practical advice, this text unravels the complicated aspects of content analysis.

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