ForeWord Reviews

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The Fast Track Guide to Speaking in Public
Jan Yager
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Some books we read for pure pleasure, while others we choose in order to improve a skill or learn something new. *The Fast Track Guide to Speaking in Public* falls into the latter category, but is far from a dry read. Author Jan Yager knows precisely how fearful most people find the experience of speaking in public. Using insights from her career as a writer and speaker, coupled with anecdotes and hands-on suggestions, she steers readers on a path to better public speaking, explaining the what, why, and how of this often daunting process.

One of the most important traits of good public speaking is the ability to organize one's thoughts and present them clearly and articulately. That Yager is an expert in this field is easily evident in her book, which is well organized, easy to understand and very direct in its approach. The text is littered with examples of speeches that worked, as well as discussions as to why they were successful. From addresses by twelve-year-olds to speeches by professional speakers, she shares with her readers a variety of styles and tactics.

The Fast Track Guide to Speaking in Public is divided into chapters and subchapters that tackle different issues quickly and effectively. From relaxation before a speech to handling challenges or worst-case scenarios that might occur during the event, Yager has answers and advice, as well as a voice that is confident and encouraging throughout.

Whether you're being interviewed by the media, delivering a toast at a wedding, or providing a keynote speech at a conference, *The Fast Track Guide to Speaking in Public* is a valuable resource with ideas that are easy to implement. A quick, interesting read, the book offers instruction on how to overcome a fear of public speaking, how to research, prepare, and deliver a great speech, and how to use tools like the microphone and visual aids to best advantage. Yager is to be commended on providing a practical guide to both experienced speakers looking to improve their skills and those who are paralysed by fear at the prospect. *The Fast Track Guide to Speaking in Public* will assist readers in organizing their thoughts, understanding their audience, and hopefully delivering a speech that is well received.

Lauren Kramer