



# Communications

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## **Communications** Boundless

The Boundless Communications textbook is a college-level, introductory textbook that covers the exciting subject of Communications, with a particular focus on public speaking. Boundless works with subject matter experts to select the best open educational resources available on the web, review the content for quality, and create introductory, college-level textbooks designed to meet the study needs of university students.

This textbook covers:

**Public Speaking** -- What You Can Accomplish With Public Speaking, Elements of Speech Communication, Types of Public Speeches

**Public Speaking Ethics** -- Significance of Ethics in Public Speaking, Plagiarism

**Preparing a Speech: A Process Outline** -- Components of a Speech, Steps to Preparing a Speech

**Building Confidence to Speak** -- Understanding Anxiety, Managing Anxiety

**Learning to Listen and Helping Others Do the Same** -- Understanding Listening, Stages of Listening, Barriers to Listening, Enhancing Your Listening, Helping Your Audience Listen More, Giving and Receiving Criticism

**Choosing a Topic** -- Finding and Selecting the Topic, Establishing a Purpose and a Thesis

**Analyzing Your Audience** -- Importance of Audience Analysis, Demographic Factors to Consider, Contextual Factors to Consider, Adapting to Your Audience

**Topic Research: Gathering Materials and Evidence** -- Evidence Gathering Overview, Library Research, Internet Research, Interviewing

**Supporting Your Ideas** -- Deploying Supporting Materials, Using Examples, Using Statistics, Using Testimony, Using Other Supporting Materials, Using Life Experience (Narrative)

**Organizing and Outlining the Speech** -- Principles of Organization, Main Points, Introduction, Conclusion, Transitions, Outlining

**Wordng the Speech** -- Understanding Language, Variations in Language, Using Language Effectively, Deploying Style Effectively, Understanding the Bias in Language

**Delivering the Speech** -- Methods of Delivery, Speaking in the Real World, Components of Effective Vocal Delivery, Components of Effective Visual Delivery, Rehearsing the Speech, Managing Q&A

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