

Everett Ofori, MBA

# Guaranteed Formula for



# Public Speaking Success

# Guaranteed Formula For Public Speaking Success

## Everett Ofori

**Grenville Kleiser**



## **Guaranteed Formula For Public Speaking Success Everett Ofori:**

**Guaranteed Formula for Public Speaking Success** Everett Ofori, 2011-11-17 Public Speaking your shortcut to distinction Dale Carnegie the father of modern public speaking training had a long list of students whose rise to prominence demonstrated that public speaking is indeed a shortcut to distinction This continues to hold true In every class club community county country or even continent men and women who can express themselves well in public find themselves on the fast track to success The parade of individuals who have risen from obscurity to public prominence on the strength of their public speaking abilities include the following Abraham Lincoln Winston Churchill Sojourner Truth Nelson Mandela Dr Martin Luther King Jr Malcolm X Hillary Clinton Cornel West Junichiro Koizumi Barack Obama Barbara Jordan and Anthony Robbins **Guaranteed Formula for Public Speaking Success** will allow you to 1 Discover a variety of concrete techniques to become a versatile speaker 2 Improve your speaking skills quickly 3 Master impromptu speaking skills and 4 Review the ingredients of a winning speech About the Author Everett Ofori MBA Heriot Watt University Scotland has extensive experience as an instructor of English as a Second Language Writing and Public Speaking He has provided training in communication for consultants and staff at companies such as Goldman Sachs Disney Japan Mizuho Corporate Bank JP Morgan McKinsey Accenture and ExxonMobil Everett is a longstanding member of Toastmasters International and holds the Advanced Communicator Silver designation *Guaranteed Formula for Writing Success* Everett Ofori, 2011-02-20 **Guaranteed Formula for Writing Success** will allow you to learn how to 1 Grab your reader's attention from the get go 2 Write clear crisp copy 3 Make your meaning clear 4 Make your writing sing 5 Create believable characters and scenarios 6 Transform your mind into an idea factory 7 Perk up pompous flabby prose 8 Write about anything anywhere anytime Who Needs This Book 1 Students preparing for their high school final exams 2 Students preparing to attend college or university where they will have to write term papers theses and other reports 3 English as a Foreign Second Language EFL ESL learners 4 Students planning to take the Test of English as a Foreign Language TOEFL Scholastic Assessment Test SAT Law School Admissions Test LSAT Test of Written English TWE etc 5 Business people including owners who want to get better results from their correspondence and communication 6 Administrative assistants public relations agents sales people aspiring authors etc About the Author Everett Ofori has extensive experience as an instructor of English Writing and Public Speaking He holds an MBA from Heriot Watt University Scotland UK Everett has helped hundreds of high school and university students around the world to improve their writing and grades He has worked extensively with business executives but is equally at home with helping young people hone their writing skills Other books by Everett Ofori include *Succeeding From the Margins of Canadian Society* co authored with Francis Adu Febiri PhD and *Read Assure* **Guaranteed Formula for Reading Success with Phonics** **Guaranteed Formula for Writing Success** Everett Ofori, 2016-05-20 Learn nifty techniques for jumpstarting your writing even if you are a beginner Cover the whole range of writing types including

narrative definition exposition descriptive process comparison and contrast classification cause and effect and persuasive

**Read Assure: Guaranteed Formula for Reading Success with Phonics** Everett Ofori, 2010 Read Assure takes advantage of the best asset all children have in abundance tremendous brain power hungry for challenges Children as young as four have successfully mastered reading English through phonics using Read Assure The ability to read raises children's confidence and leads to a love of reading and the desire to devour ever more challenging material Parents have recognized that starting their children on the road to mastering English gives young learners the necessary tools to become active and engaged players in an increasingly competitive world Read Assure provides an entry point by which young learners can pick up any English book from picture books to more challenging works and read them with delight Having tried and tested this volume on numerous children with great success the author can say without hesitation that this may be just what your child needs to develop a lifelong love of and proficiency in the English language About the Author Everett Ofori MBA is a Canadian instructor with more than 20 years of experience as a teacher of English as a Second Language Currently residing in Japan Everett has had the privilege of teaching the whole spectrum of learners from children as young as four to seasoned business executives The writing of Read Assure arose out of the simple observation that many of the methods by which children are taught to speak English miss the point especially when these children do not have the benefit of regular daily interaction with native speakers The results obtained from the use of this book have been nothing short of spectacular and it is hoped that parents and teachers who are determined to bequeath the gift of English mastery to young learners will find in this book just what they need Public Speaking to Win Dale Carnegie, Mitch Horowitz, 2015-09-15 The Unparalleled Classic on Speaking

With Confidence and Power In a Special Condensed Edition Here is Dale Carnegie's master class on how to speak so that people listen available in a compact forty minutes If you want to deliver effective sales presentations influence clients and customers and speak persuasively on any topic Public Speaking to Win is your key to success You will discover What REALLY grabs your listeners attention How to establish intimacy with your audience How to win people's confidence The one vital ingredient to a powerful talk How to speak in a natural easygoing manner How to open and close your talk How to move your listeners to action Abridged and introduced by PEN Award winning historian Mitch Horowitz Public Speaking to Win provides the full insight of Dale Carnegie's original guidebook in one concise unforgettable lesson **How to Master**

**Public Speaking** Peter Andrei, 2019-09-24 No more public speaking anxiety only bullet proof confidence No more blunders only suave compelling persuasive speech No more scattered clapping only thundering applause No more sleeping audiences only attentive engaged and captivated ones With this new book you are now guaranteed to instantly easily master speaking Read more You have a problem Weak or even average public speaking skills hurt you They stagnate your career They limit your potential They fill you with anxiety before every presentation They make you feel ignored sidelined and disrespected They make you feel like you aren't heard Here's the truth about what you deserve You deserve to communicate your brilliant

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**Public Speaking Laws of Success** Richard J. Goossen, 2021-06-01 Public Speaking Laws of Success outlines the laws of public speaking in an engaging and compelling manner and is a reminder of key points that are easy to remember are actionable and are applicable In a business and career context public speaking can help people's perception of the individual their career prospects and open the door to various opportunities Public Speaking Laws of Success is for every person who is speaking in public putting an event together working with speakers or doing any form of presentation A mastery of the public speaking laws of success will get the person in the top 10% of all people who get before a crowd guaranteed Public Speaking Laws of Success is intended to be the highest value of time investment With an investment of a couple of hours in reading this book readers will be headed towards the path of being in the top 10% of all public speakers ever heard Public Speaking Laws of Success is based on the public speaking laws of success By following the laws within

readers will indeed succeed this is without a doubt It covers 50 public speaking laws of success in four sections mechanics digital environment key principles and the applications For those who follow the public speaking laws of success they will have the deep satisfaction of being able to positively impact multiple people at one time and to contribute positively to an event or occasion

**Successful Methods of Public Speaking** Grenville Kleiser, 1920 Successful Methods of Public Speaking is a classic self help public speaking guide by Grenville Kleiser You can acquire valuable knowledge for use in your own public speaking by studying the successful methods of other public speakers This does not mean however that you are to imitate others but simply to profit by their experience and suggestions in so far as they fit in naturally with your personality As you carefully study the successful methods of public speakers as briefly set forth in this book you will observe that there is nothing that can be substituted for personal sincerity Unless you thoroughly believe in the message you wish to convey to others you are not likely to impress them favorably It was said of an eminent British orator that when one heard him speak in public one instinctively felt that there was something finer in the man than in anything he said Therein lies the key to successful oratory When the truth of your message is deeply engraved on your own mind when your own heart has been touched as by a living flame when your own character and personality testify to the innate sincerity and nobility of your life then your speech will be truly eloquent and men will respond to your fervent appeal

**GRENVILLE KLEISER Your Best Speech Ever Color Edition**, 2017-09 Finally A speech book that awakes and enlightens developing speakers Your Best Speech Ever begins by an in depth exploration into the fear dread and phobias public speaking often evokes in people and examines the stress or anxiety response many experience Specific strategies are outlined to conquer the fear and speak confidently to audiences of any size or speeches for any purpose Any great speech is comprised of two components the design and the delivery Your Best Speech Ever delves deeply into each aspect featuring real solutions for building your best speech ever For the design of the speech tried and tested Speech Formula breaks down each necessary ingredient and the step by step process for combining the ingredients makes it easy to follow especially since each book gives one free speech on [www.SpeechFormula.com](http://www.SpeechFormula.com) The accompanying speech writing web application is transforming how one writes a speech The Speech Formula web application literally guides you through the speech writing process through a series of prompts when you are complete your speech your cards and your slides are finished To nail the delivery Your Best Speech Ever features the Ten Delivery Principles sure to transform any speaker Author J R Steele s systematic approach is a breath of fresh air to speakers of any level Unlike the overly generalized tips most public speaking books provide Your Best Speech Ever includes tools of engagement like self awareness quizzes numbered lists cognitive exercises motivational quotes and surveys all while punctuating it with a unique sense of humor and wit Each chapter highlights practice speeches designed to reinforce the principles build technique and confidence Communication is at the core of every dream we have Thus the benefits of becoming a more confident speaker are far reaching Quite often lives are transformed and dreams are achieved Begin your

journey to create Your Best Speech Ever today      **Public Speaking for Success** Dale Carnegie,2022      Successful Methods of Public Speaking Grenville Kleiser,2025-05-14 Successful Methods of Public Speaking by Grenville Kleiser serves as a definitive guide for anyone looking to master the art of public speaking With a wealth of experience behind him Kleiser breaks down the complexities of effective communication into actionable strategies that will benefit novice speakers and seasoned professionals alike In this enlightening book he emphasizes the importance of developing a unique speaking style that resonates with audiences and captivates listeners from the very first word to the final applause The book begins by addressing the universal fear of public speaking a psychological barrier that many face Kleiser provides practical techniques to overcome this fear allowing readers to approach their presentations with confidence He offers valuable insights into the psychology of public speaking helping readers understand why it can be daunting and how they can reframe their mindset By cultivating self belief and a positive attitude potential speakers can transform nerves into enthusiasm and engage their audience effectively Throughout the chapters Kleiser dives into the mechanics of speech delivery highlighting various techniques that enhance performance From vocal modulation and pacing to body language and eye contact he meticulously dissects the elements that make for a powerful presence on stage Readers will learn how to utilize non verbal communication effectively ensuring that their message resonates beyond the spoken word By understanding the nuances of audience engagement speakers can create lasting connections that leave a memorable impact Moreover Kleiser delves into the art of speech writing offering a step by step approach to crafting compelling narratives that captivate listeners He encourages speakers to use storytelling as a powerful tool that can evoke emotions and make ideas more relatable With practical examples and helpful tips he guides readers in structuring their speeches to ensure clarity flow and a strong emotional connection with the audience In addition the book covers the preparation strategies that are crucial for successful presentations Kleiser emphasizes the importance of thorough research rehearsals and audience analysis in order to tailor messages and deliver them effectively He provides insights on managing performance anxiety and developing resilience which help speakers remain composed even in challenging situations This blend of practical advice and motivational insights equips readers to elevate their public speaking skills to new heights Ultimately Successful Methods of Public Speaking is not merely a manual for effective presentations it serves as a powerful encouragement for self expression Grenville Kleiser s passion for communication shines through as he empowers readers to find their voice and share their stories confidently Whether the goal is to persuade inform or entertain this book provides the essential tools needed to succeed in public speaking and foster a sense of genuine charisma By embracing the strategies presented in this guide readers will be well on their way to mastering the art of oratory and making a meaningful impact through their speeches      **Public Speaking Magic** Mark Davis,Tom "Big Al" Schreiter,2015-10-19 Instant audience approval No fear No sweat When we talk we want to be heard People guard their time They ask themselves Why should I invest my time and attention to listen to you Or Why

should I believe this message Whether it is a speech a presentation a webinar or even a casual conversation we have just a few seconds to prove our value How can we capture our audience s instant attention and support By mastering our first 20 seconds We can compel our audience to lean forward and eagerly accept our message It doesn t matter if we are an experienced public speaker or just making our first speech By using any of the three major openings in this book we can confidently start our speeches and presentations without fear Our obligation is to get our audience to hear believe and identify with our message We must fulfill our duty to our audience Mark Davis is a public speaking coach and keynote speaker for business conferences in addition to conducting public speaking workshops Tom Big Al Schreiter speaks to network marketing groups around the world

**THE QUICK AND EASY WAY TO EFFECTIVE SPEAKING DALE CARNEGIE,1962**

**Public Speaking for Success Dale Carnegie,2005**

**How to Master Public Speaking Peter Andrei,2019-04-17**

WARNING Don t read this book if you hate success If you don t believe me believe the data 7 out of 10 employers seek strong communication skills 2 out of 3 people said giving a presentation at work helped them succeed Strong public speaking skills can increase salary by 10 percent Effective public speaking can increase chances of promotion to management by 15 percent Being a good public speaker is a huge advantage Unfortunately most resources treat public speaking as an abstract skill Let me tell you something PUBLIC SPEAKING IS NOT AN ABSTRACT SKILL Here s the truth Public speaking is a skill made up of many non abstract techniques How to Master Public Speaking teaches you all those techniques Want abstract advice like feel the room If so this is the wrong book for you Want hundreds of concrete actionable techniques Then you found the right book What s Inside 30 background tips to master the basics 27 preparation techniques to achieve polished perfection 60 speech writing techniques to achieve eloquence and structure 35 content techniques to persuade your audience 34 vocal techniques to captivate your audience 25 body language techniques to have a powerful presence 50 speech delivery techniques to deliver like a pro What You Learn How to speak confidently without faking it How to beat the fear of public speaking How to achieve the mental frame to minimize anxiety How to speak to inform persuade inspire and entertain As the title suggests how to master public speaking How to Master Public Speaking is 2 980 less than a public speaking coach FOR A LIMITED TIME YOU ALSO GET A FREE 40 page book summary which includes every chapter A FREE speech checklist to make speech writing headache free A FREE reminder sheet to remember the techniques before your next speech A FREE 200 question self assessment to identify areas of improvement A FREE PDF of some sections to share with friends

**Secrets of Successful Public Speaking M. S. Rao,2019-10-08**

The author shares his 37 years of experience and knowledge as an international keynote speaker and leadership educator He offer secrets and strategies for learners and leaders to break their bottlenecks to become successful speakers This book is a short course on public speaking to become an accomplished speaker It presents key ideas and insights about public speaking presentation skills and communication skills to read in one sitting and practice It is a quick reference guide for speakers educators executives



entrepreneurs leaders and all those who aspire to improve their public speaking skills This book Addresses the challenges involved in public speaking Unveils techniques to persuade and influence others Debunks myths on public speaking and presentation skills Explains the importance of TED talks to excel as an accomplished speaker Offers innovative tools to boost the eloquence of your body language Unfolds a blueprint to deliver an impromptu speech to engage and inspire your audiences Assists you to assess your strengths and weaknesses in public speaking     Mastering Public Speaking Anne Nicholls,1999     The Winning Formula For Effective Public Speaking Jasmin Ramelize,2021-07-06 Most speakers consider persuasive speaking as the most difficult of the three basic types informative persuasive and entertaining One of the reasons why understanding the demands of persuasive speaking is more difficult is because it requires a knowledge of terms that are specific to argumentation such as claims and evidence Being honorable and honest in the work you do and in your relations to others is essential in speaking and in your profession Having an honorable character also provides you with personal benefits and can enhance your career Through storytelling humor and proven rhetorical techniques an award winning speaker the author will teach you where ideas come from and how to find more of them Seven steps to building your speech and the WTF approach to start it The old and new science of storytelling How to practice like Bill Murray and to avoid the speaker s Kryptonite The only explanation of humor you ll ever need or want Finally how brutal honesty will improve your speaking and your life You ll learn you ll laugh you might cry but after reading this book your public speaking will never be the same     How to Give a Speech Gary Genard,2016-11-05 Want to be a better speaker Get How to Give a Speech World renowned speech expert Dr Gary Genard reveals the secrets of a great performance every time in this powerful handbook Inside are 101 quick tips to dramatically improve your public speaking success This is the fastest and easiest guide to better speaking skills you ll ever find     **The 3-Step Speech** Erin Ebanks,2015-06-07 Always do what you are afraid to do Ralph Waldo Emerson In this easy to read book Erin Lovell Ebanks sums up the basics of public speaking as 3 essential steps to presenting building an effective message feeling great about it and understanding how this skill can lead to lifelong success Through these steps she shows that anyone can not only survive their public speaking experiences but thrive as a result of them Through the addition of insightful interviews with a variety of public speaking professionals Ebanks proves that even those initially overcome with fear can learn to truly love the art of developing and delivering a message Ebanks has a BA in Communication Studies and an MA in Mass Media Communication

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## Guaranteed Formula For Public Speaking Success Everett Ofori Introduction

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