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The Quick And Easy Way to Effective Speaking

Author: Dale Carnegie

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About the Book

The Quick and Easy Way to Effective Speaking is a practical guide by Dale Carnegie, aimed at helping readers develop confident and persuasive public speaking skills. Drawing on Carnegie's experience in communication training, the book offers techniques for overcoming stage fright, organising speeches, and engaging audiences. It emphasises building self-assurance, clarity, and sincerity when speaking, whether in casual conversations or formal presentations. Carnegie's approach is accessible and supportive, making it a valuable resource for anyone looking to improve their speaking abilities.

About the Author

Author: Dale Carnegie

An American writer, lecturer and the developer of famous courses in self-improvement, salesmanship, corporate training, public speaking and interpersonal skills, Dale Carnegie was born in 1888 in Maryville, Missouri. *Public Speaking: A Practical Course for Business Men* (1926) was the first collection of Carnegie's writings. It was later entitled *Public Speaking and Influencing Men in Business* (1932). *How to Win Friends and Influence People*, when published by Simon and Schuster in 1936, became an instant bestseller. *How to Stop Worrying and Start Living* (1948) introduces the fundamental facts that one must know about worry and provides the perfect way to conquer it. *How to Enjoy Your Life and Your Job* is a collection of selected chapters from *How to Win Friends and Influence People* and *How to Stop Worrying and Start Living* with ways to bring peace and happiness in life and achieve a work-life balance, this book will make one reassess their approach to life, people and their job. Carnegie served in the U.S. Army during the First World War in 1931, his first marriage ended in divorce and in 1944, he married Dorothy Price Vanderpool. Carnegie died in 1955 aged sixty-six at his home in Forest Hills, New York and was buried in the Belton, Cass County, Missouri, Cemetery.

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