DO YOU SUFFER FROM PUBLIC SPEAKING



FREE: A copy of Public Sneaking Manual is given free with each order for \$8.00 or more.

If you suffer from fear, stage-fright and jitters every time you get

up to make a talk, perhaps you need a little instruction to give you a few tips on how to overcome this condition.

Our book, Public Speaking Manual, seeks to provide this kind of instruction especially for business and professional men who discover all of a sudden that it has become necessary for them to be public speakers and incidentally have learned that through public speaking they can build their business or profession. Public Speaking Manual is not a difficult or complicated textbook. Instead, it seeks to present instruction in a straight-forward and easy-to-understand manner. There are chapters on Modern Style, Stage-Fright--it's cure, Platform appearance, the Audience, Rules for Good Delivery, Introductions and the Toastmaster, Preparation, Public Speaking Tips and Use of Humor. Public Speaking

Manual will help you to improve your talks and give you greater confidence in yourself. The book is given free with every order for \$8.00 or more.

HOW GOOD ARE YOU? AS PRESIDENT OF YOUR CLUB

If you are president of your club or lodge, how good are you as head officer? Our Officer's Handbook has been prepared especially to be of help to club and lodge presidents. It explains in detail the duties, obligations and etiquet of office holding. It discusses the problem from all angles and provides instruction and helpful information on such problems as arranging for special meetings and conventions, gaining publicity for the club, arranging for speakers and programs, appointing committees and outlining their work. There is also a complete Instant Parliamentary Guide which is so arranged as to condense the Rules of Order and almost instantly give the correct answer to any general question of parliamentary procedure. The price for Officer's Handbook with Instant Parliamentary Guide is \$1.50.

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private, and names of clients are not made public for any reason. This is our pledge to clients. All prepared talks are sold exclusively to one person in a city and we reserve the right to refuse shipment on any speech if it has been previously sold in a city. This protects the original purchaser and the person who wants to buy it later. We keep all records and writings confidential.