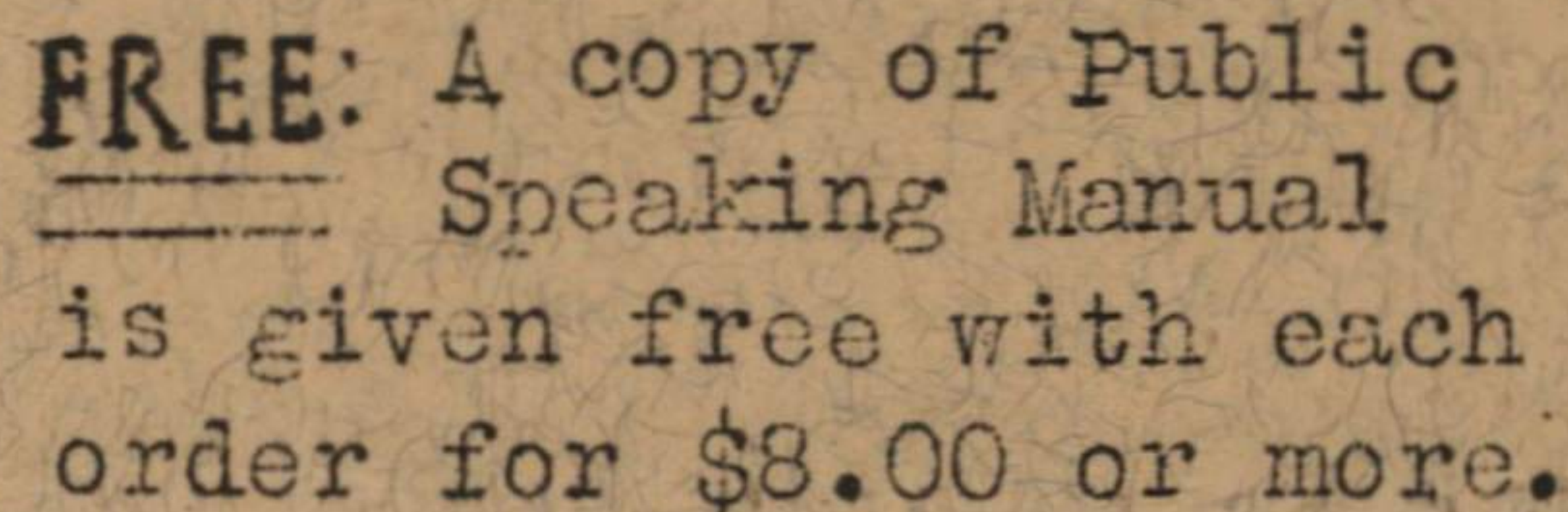


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Our book, Public Speaking Manual, seeks to provide this kind of instruction especially for business and professional men who discover all of a sudden that it has become necessary for them to be public speakers and incidentally have learned that through 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

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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 etiquette 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.

A simple line drawing of a smiling angel. The angel has a large, oval-shaped head with a halo above it. The face is round with a simple nose, closed eyes, and a wide, curved smile. The angel has two large, feathered wings on either side of the head. The angel is wearing a bow tie. The drawing is done in a simple, sketchy style with black lines on a light background.

Our service is confidential and exclusive in respect. All correspondence and service are

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