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step-by-step process of public speaking, focusing their attention on the dynamics of diverse audiences, and narrowing the gap between practice and the real world. The seventh edition includes a new emphasis on helping speakers manage communication apprehension. The updated edition of "The Interviewing Guidebook" focuses on integral skills needed for successful information-gathering and the employment interview, including the resume and letters that are part of the interview process. Preparation worksheets, exercises, guides to online help, and scenarios for applying these skills make this brief and user-friendly book extremely practical for anyone preparing for an interview. This edition features the exact same content as the traditional text in a convenient, three-hole-punched, loose-leaf version. Books à la Carte also offer a great value for your students—this format costs significantly less than a new textbook. Updated in a new 8th edition, *Public Speaking: An Audience-Centered Approach* brings theory and practice together. Its distinctive and popular approach emphasizes the importance of analyzing and considering the audience at every point in the speech making process. This model of public speaking is the foundation of the book, and it guides the reader through the step-by-step process of public speaking, focusing their attention on the dynamics of diverse audiences, and narrowing the gap between practice and the real world. For courses in public speaking. A guide to preparing and presenting speeches with the listener in mind Revel(TM) *Public Speaking: An Audience-Centered Approach* is a practical and user-friendly guide to help speakers connect with their listeners. Authors Steven and Susan Beebe emphasize the importance of analyzing and considering the audience at every point in the speech-making process. By focusing student attention on the dynamics of diverse audiences, ethics, and communication apprehension, the text prepares students for giving speeches while keeping their listeners foremost in mind. The 11th Edition includes new speech examples that model effective public speaking, as well as updated content that helps students better understand contemporary communication opportunities and challenges. In addition, each chapter has been revised with new examples, illustrations, and references to the latest research conclusions. Revel is Pearson's newest way of delivering our respected content. Fully digital and highly engaging, Revel replaces the textbook and gives students everything they need for the course. Informed by extensive

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