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A Speaker's Guidebook is the best resource for public speaking in the classroom, on the job, and in the community. Praised for connecting with students who use it (and keep it!) year after year, this tabbed, comb-bound text covers all the topics typically taught in the introductory course and is the easiest-to-use public speaking text available. In every edition, including this one, hundreds of instructors have helped the book focus on overcoming the fundamental challenges of the public speaking classroom. Print and digital tools converge in this edition to help students with every aspect of the speech building process. A new, gorgeous collection of speech videos, accompanied by questions, model speech techniques. Meanwhile, the adaptive quizzing program, LearningCurve, creates a personalized learning experience adjusted to each individual. A Speaker's Guidebook is also available in a variety of digital formats, including the brand-new, time-saving LaunchPad edition that combines an interactive e-book, integrated videos and tools, and ready-made assessment options curated into easy-to-assign units inside one convenient learning program.

This best-selling brief introduction to public speaking offers practical coverage of every topic typically covered in a full-sized text, from invention, research and organization, practice and delivery, to the different speech types. Its concise, inexpensive format makes it perfect not only for the public speaking course, but also for any setting across the curriculum, on the job, or in the community. This newly redesigned full-color edition offers even stronger coverage of the fundamentals of speechmaking, while also addressing the changing realities of public speaking in a digital world. It features fully updated chapters on online presentations and using presentation software, and a streamlined chapter on research in print and online.

Provides information on the concepts and theories of public speaking along with a variety of real-life examples and visual explanations.

Explores the mysterious monument of Stonehenge and reveals some of its secrets and history.

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The best-selling Chemical Dependency Counseling: A Practical Guide provides counselors and front-line mental health professionals with the information and skills they need to use evidence-based treatments, including motivational enhancement, cognitive behavioral therapy, skills training, medication, and 12-step facilitation. Guiding the counselor step by step through treatment, author Robert R. Perkinson presents state-of-the-art tools, forms, and tests necessary for client success while meeting the highest standards demanded by accrediting bodies. The Fifth Edition of this landmark text has been updated to include coverage of current topics of concern for counselors, including full compliance with DSM-5, new coverage of steps 6 [!](#) 12 in 12-step facilitation, discussions on synthetic and designer drugs, new psychotherapeutic medications, new survey data on patterns of use and abuse, a list of online recovery support groups for clients, and a new section on Recommendations for a Successful First Year in Recovery.

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