

# **SPEECH, HOW TO USE IT EFFECTIVELY**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649139019

Speech, how to use it effectively by Xanthes

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd.  
Cover @ 2017

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

[www.triestepublishing.com](http://www.triestepublishing.com)

**XANTHES**

**SPEECH, HOW TO  
USE IT EFFECTIVELY**



THE TEN TITLES IN THE  
MENTAL EFFICIENCY SERIES



- POISE: HOW TO ATTAIN IT  
D. STARKE
- CHARACTER: HOW TO STRENGTHEN IT  
D. STARKE
- TIMIDITY: HOW TO OVERCOME IT  
YORITOMO-TASHI
- INFLUENCE: HOW TO EXERT IT  
YORITOMO-TASHI
- COMMON SENSE: HOW TO EXERCISE IT  
YORITOMO-TASHI
- PRACTICALITY: HOW TO ACQUIRE IT  
R. NICOLLE
- OPPORTUNITIES: HOW TO MAKE THE  
MOST OF THEM  
L. CHARLEY
- PERSEVERANCE: HOW TO DEVELOP IT  
H. BESSER
- SPEECH: HOW TO USE IT  
EFFECTIVELY  
XANTHES
- PERSONALITY: HOW TO BUILD IT  
H. LAURENT



FUNK & WAGNALLS COMPANY

*Publishers*

NEW YORK AND LONDON

MENTAL EFFICIENCY SERIES

**SPEECH**  
**HOW TO USE IT EFFECT-  
IVELY**

By **XANTHES**

ANNOTATED BY **B. DANGENNES**

AUTHORIZED EDITION

TRANSLATED BY  
**MME. LÉON J. BERTHELOT DE LA BOILEVERIE**



**FUNK & WAGNALLS COMPANY**

**NEW YORK**

**LONDON**

**1916**

COPYRIGHT, 1915, BY  
FUNK & WAGNALLS COMPANY  
[Printed in the United States of America]  
*All rights reserved*

ABSTRACTS OF THE  
PROCEEDINGS OF THE  
YOUNG MEN'S CHRISTIAN ASSOCIATION

PN.  
4121  
351

SEP 28 1936  
NOV 22 1937

## ANNOUNCEMENT

THE purpose of Mr. B. DANGENNES, the author of this book, is to present to those of his readers who need a guide to the effective use of words a treatise on the subject which may serve to teach them how to utilize their powers of speech most impressively. It is his belief that the speaker who presents what he has to say in a clear, concise, and forceful manner is he who commands attention. In support of this belief, and for the purpose of aiding all who wish to acquire the art of speaking incisively and convincingly, he expounds the teachings of XANTHES—one whom he describes as embodying the rare qualities of a keen thinker and close observer with those of a man of remarkable judgment. As he develops his subject the Author of this treatise bears constantly in mind that it is as much the duty of an orator to please his audience as it is the purpose of a business man to convince his. It lies in the power of both to satisfy—gaining attention by sublimity of thought and elegance of expres-

UNIVERSITY OF CHICAGO



sion, and carrying conviction by personal magnetism and that effervescence of the heart which is the natural stimulus of the enthusiast. Following the dictum of *SENECA*, we must feel what we speak before we can speak what we feel.

It was Dean *SWIFT*, the inimitable creator of the Land of Lilliput and the Travels of Gulliver, who told us that of all animals the chameleon, which is said to feed upon air—hot air, of course—has the nimblest tongue. But *FRANCISCUS JUNIUS* marveled at the truly astonishing activity of the human organ of speech. Said he, "The rapid flash of the eye can not be compared with it; the hand, the foot, the eye, and the ear become wearied by continual action, and require rest to recover their exhausted energies; but the tongue never falters or faints from the longest exertion." And it is in the use to which we put the tongue that we are distinguished from other living creatures. *PLUTARCH* reminds us that talkative people who wish to be loved are hated. When they desire to please, they bore; when they think they are admired, they are laughed at. They injure their friends, benefit their enemies, and do incalculable harm to themselves. These should remember the wisdom of *SOLO-*

MON—There is a time to speak and a time to be silent. "Learn to hold thy tongue," said that famous old exhorter Bishop FULLER, and continued, "Five words cost Zacharias forty weeks of silence." In speech our aim should be to show more wit than words. "Such as thy words are so will thine affections be esteemed; such as thine affections will thy deeds be also; and such as thy deeds so will be thy life," said SOCRATES.

In the course of the twelve lectures of which this book is comprized the Author treats of words as the mosaics of language. He discusses the art of always using the right word in the right place, and urges the scientific study of words. Next he treats of the relation of speech to ideas, urges the classification of thought, and compares the dominant idea with the thread on which beautiful beads are strung into a necklace. To be effective they must be presented in logical order. Then follow chapters on the art of enriching one's vocabulary; on eloquence; on oratorical debates and conversation; on how to master the art of speaking in public; on automatism and thought; on attitude and gesture; on speech as used in business and family life; on the power of the voice over the feelings,

and on many other allied subjects, such as the development of the voice, vocal changes, breathing exercises, gestures, and attitude, etc.

Speech is considered as the determining element of every human act, and as such the Author aims to teach the Reader how to make the most of it.

THE PUBLISHERS.