

A HANDBOOK OF PUBLIC SPEAKING

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649468355

A Handbook of Public Speaking by John Dolman

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

JOHN DOLMAN

A HANDBOOK OF PUBLIC SPEAKING

A HANDBOOK OF PUBLIC SPEAKING

BY

JOHN DOLMAN, JR.

ASSISTANT PROFESSOR OF ENGLISH AND PUBLIC SPEAKING
IN THE UNIVERSITY OF PENNSYLVANIA



NEW YORK
HARCOURT, BRACE AND COMPANY

Wahl
8015
Oratory
12-21-1922
gen.

COPYRIGHT, 1922, BY
HARCOURT, BRACE AND COMPANY, INC.

PRINTED IN THE U. S. A.

PREFACE

THE purpose of this book is to furnish the student of public speaking with a concise statement of the principles he ought to know, together with a few hints as to method. It is intended to be used in conjunction with platform practice, preferably under the critical guidance of a teacher; for that reason it is not in the form of graded exercises and assignments, but in the form of a series of collateral lectures, each covering some fundamental lesson which the student can well afford to learn from the wisdom and experience of others. No subject has been covered exhaustively, as the size of the book will show; and in most cases I have purposely tried to stop at the point of greatest interest, leaving plenty of room for further inquiry on the part of the student, and for supplementary comment by the teacher.

The book is confined to public speaking, which to me means the communication of one's own thoughts to an audience, in one's own words and personality. It is not concerned with declama-

v

413297

tion, the oral interpretation of literature, or dramatics.

I lay no claim whatever to originality. I have merely restated in convenient form — sometimes using the teacher's privilege of over-statement — a few fundamental truths most of which were old when Aristotle and his contemporaries stated them, and most of which have been restated many times. My only excuse is that no available book with which I am familiar presents these truths briefly enough and simply enough for the needs of the masses of college students who have time for only one general course in public speaking; the available books seem too large, or too technical, or too expensive, or too far above the earth. Whatever may be the faults of this one, I can positively guarantee that every problem discussed is real, every principle of daily application, every suggestion one that has been found to work in practice.

I gratefully acknowledge much indebtedness to current books on various phases of public speaking work, particularly to those of A. E. Phillips on "Effective Speaking" and J. M. Winans on "Public Speaking"; also to the personal influence of Professor Winans and many other con-

PREFACE

vii

genial friends in the Eastern Public Speaking Conference and the National Association of Teachers of Speech. To my colleague, Mr. Reese James, I am especially indebted for a careful reading of the manuscript and many helpful suggestions.

The student will bear with me, I hope, for talking to him like a Dutch uncle in certain chapters, and for resorting in others to the unpedagogical practice of talking about him, behind his back, in a loud voice, for the purpose of being overheard. A more impersonal tone might have been less disturbing; but most students of public speaking need to be disturbed. And after all, public speaking *is* personal.

J. D. JR.

UNIVERSITY OF PENNSYLVANIA,
July 14, 1922.

CONTENTS

CHAPTER	PAGE
I. THE NATURE OF PUBLIC SPEAKING	3
II. MENTAL RELATIONSHIPS IN PUBLIC SPEAKING . .	8
III. PURPOSE IN PUBLIC SPEAKING	14
IV. MOTIVATION	22
V. ATTENTION	30
VI. CONCRETENESS	38
VII. REINFORCEMENT	45
VIII. PERSUASION	55
IX. ARGUMENTATION	61
X. DRIFT	70
XI. HUMOR	75
XII. VOCABULARY	87
XIII. VOICE	97
XIV. ACTION	110
XV. METHODS OF PREPARATION	117
APPENDIX A	129
APPENDIX B	142
APPENDIX C	156