



# Can You Say a Few Words?: How to Prepare and Deliver a Speech for Any Special Occasion

*Joan Detz*

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- Your alma mater asks you to say a few words at an upcoming fundraising dinner
- You've won an employee award and will have to give a short acceptance speech at the ceremony
- Your parents are celebrating their 50th anniversary, and you'd like to make a toast at their party

Everyone's counting on you to sound polished, to be prepared, to speak with savvy-in short, to give a speech that's as memorable as the occasion itself.

Don't dread these invitations to speak. Instead, learn to prepare clear, concise, and engaging speeches that will live up to your audience's expectations and match the mood of the occasion.

Award-winning corporate speechwriter Joan Detz offers solid advice for tackling this nerve-racking task-with pointers, tips, and trade secrets that will help you make the most of every speaking opportunity.

Clearly written and fun to read, this invaluable guide provides all the practical advice and encouragement you need to deliver a winning speech.

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