

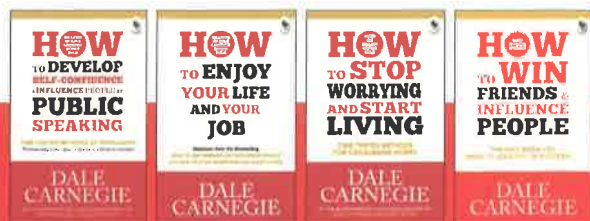
If you often struggle to communicate effectively and end up losing your confidence, this is the book for you!

**"Believe that you will succeed.
Believe it firmly, and you will then do
what is necessary to bring success about."**

From acquiring the basic skills for effective speaking to the art of communicating and delivering a talk, this book will guide you through developing confidence, earning the right to talk, choosing your subject and arranging your ideas, and conversing with your audience. It also discusses how to convince people with your talk and impromptu speaking.

A timeless classic, Dale Carnegie's *The Quick and Easy Way to Effective Speaking* has helped millions to speak effectively and confidently. It continues to be an inspiration for all those who are looking forward to improve their communication skills and express themselves with ease and confidence.

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THE QUICK AND EASY WAY
TO EFFECTIVE SPEAKING

DALE CARNEGIE



THE QUICK AND EASY WAY TO EFFECTIVE SPEAKING

MODERN TECHNIQUES FOR
DYNAMIC COMMUNICATIONS



By the internationally bestselling author of
How to Win Friends and Influence People

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THE
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AND **EASY**
WAY TO
EFFECTIVE
SPEAKING

A Revision by Dorothy Carnegie of
Public Speaking and Influencing Men in Business

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An American writer, lecturer, and the developer of famous courses in self-improvement, salesmanship, corporate training, public speaking, and interpersonal skills, Dale Carnegie was a poor farmer's boy and the second son of James William Carnagey and Amanda Elizabeth Harbison. He was born in 1888 in Maryville, Missouri. In spite of having to wake up every morning at four when he was a teenager, to milk the cows, he managed to obtain an education at the State Teacher's College in Warrensburg. Selling correspondence courses to ranchers was his first job after college after which he moved on to selling bacon, soap, and lard for Armour & Company.

Carnegie quit sales in 1911, after saving five hundred dollars, in order to pursue his lifelong dream of becoming a Chautauqua lecturer, but instead ended up attending the American Academy of Dramatic Arts in New York. With little success as an actor, he returned to New York, unemployed and nearly broke. Living at the YMCA he got the idea to teach public speaking. He ran out of material in his first session. When he suggested his students to speak about 'something that made them angry,' he discovered that the technique made the speakers unafraid to address a public audience. That's how the Dale Carnegie Course evolved in 1912. And by 1914, having tapped into the average American's desire to have more self-confidence, Carnegie was earning around five hundred dollars every week. He was able to rent Carnegie Hall for a lecture to a packed house by the year 1916.

Public Speaking: a Practical Course for Business Men (1926) was the first collection of Carnegie's writings. It was later entitled *Public Speaking and Influencing Men in Business* (1932). It was published in 1956 with the title *How to Develop Self-Confidence and Influence People by Public Speaking*. Detailing the points that are essential to overcoming fear, developing self-confidence, and becoming a good public speaker, this book contains the secrets of speaking well and describes the natural laws of remembering. It also discusses the ways of opening and closing a talk and keeping the audience interested.

How to Win Friends and Influence People, when published by Simon & Schuster in 1936, became an instant bestseller and was Carnegie's crowning achievement. Containing practical advice on how to create success in business and personal lives, this four-part book is a tool used in Dale Carnegie Training. It includes the following parts:

Part One: Fundamental Techniques in Handling People

Part Two: Six Ways to Make People Like You

Part Three: How to Win People to Your Way of Thinking

Part Four: Be a Leader: How to Change People Without Giving Offense or Arousing Resentment

The book had sold five million copies in thirty-one languages by the time of Carnegie's death.

Carnegie served in the U.S. Army during the First World War. In 1931, his first marriage ended in divorce and in 1944, he married Dorothy Price Vanderpool. In 1948, *How to Stop Worrying and Start Living* was first printed by Richard Clay & Sons Ltd. (The Chaucer Press) in Great Britain.

Carnegie had realized that one of the biggest problems faced by the adults was 'worry.' He read all that he could get on worry, listened to talks on 'How I conquered Worry,' and conducted experiments in his class. *How to Stop Worrying and Start Living* is a result of his own experiences. Addressing the subtleties of everyday life, it offers practical advice on how to stop worrying and leading a happy and fulfilled life. It introduces the fundamental facts that one must know about worry and provides the perfect way to conquer it. The book has helped and inspired many, and continues to remain a classic bestseller.

Carnegie died in 1955 aged sixty-six at his home in Forest Hills, New York, and was buried in the Belton, Cass County, Missouri, cemetery. A few years after his death, in 1962, *The Quick and Easy Way to Effective Speaking* was published by his wife, Dorothy Carnegie. The book is an inspiration for all those who struggle to express themselves and communicate effectively.

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Introduction

Dale Carnegie began teaching his first public speaking course in 1912 for the YMCA at 125th Street in New York City. In those days, public speaking was regarded as an art, rather than as a skill, and its teaching aims were directed toward producing orators and platform giants of silver-tongued variety. The average business or professional man who merely wanted to express himself with more ease and self-confidence in his own milieu did not wish to spend his time or money studying mechanics of speech, voice production, rules, of rhetoric, and formalized gestures. Dale Carnegie's courses in effective speaking were immediately successful because they gave these men the results they wanted. Dale approached public speaking not as a fine art requiring special talents and aptitude, but as a skill which any normally intelligent person could acquire and develop at will.

Today, the Dale Carnegie courses circle the globe and the validity of Dale Carnegie's concept is attested to by thousands of his students everywhere, men and women from every walk of life, who have successfully improved their speaking as well as their personal effectiveness.

The textbook Dale Carnegie wrote for his courses, *Public Speaking and Influencing Men in Business*, went through more than fifty printings, was translated into 11 languages, and was revised by Dale Carnegie several times to keep pace with his own increased knowledge and experience. More people used the book each year than the combined enrollments of the largest universities.