



# U.S. ARMY WAR COLLEGE

## LIBRARY PATHFINDER

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### PUBLIC SPEAKING

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Strategic leaders should be effective and articulate public speakers. The purpose of this pathfinder is to introduce some of the resources readily available in our Library's collection or on the Internet on Public Speaking. It is not a comprehensive listing, but is intended to be a starting point from which students and others can begin research according to their specific needs.

#### PREPARING AND PRESENTING

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Desbert, Peter. *Speaking Scared, Sounding Good: Public Speaking for the Private Person*. Garden City Park, NY: Square One, 2007. 284pp. (PN4129.15 .D46 2007)

Ehrlich, Henry. *Writing Effective Speeches*. New York: Paragon House, 1992. 214pp. (PN4142 .E37 1992)

Holliday, Micki. *Secrets of Power Presentations: Overcome Your Fear of Public Speaking, Build Rapport and Credibility with Your Audience, Prepare and Deliver a Dynamic Presentation*. 2nd ed. Franklin Lakes, NJ: Career Press, 2000. 305pp. (HF5718.22 .H64 2000)

Humes, James C. *Speak Like Churchill, Stand Like Lincoln: 21 Powerful Secrets of History's Greatest Speakers*. Roseville, CA: Prima, 2002. 208pp. (PN4129.15 .H86 2002)

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<http://www.cawg.cap.gov/html/pa/msps.pdf>

Hutton, James E. *Understanding the Roles of the Commander, Public Affairs Officer and the Media*. Ft. Leavenworth: U.S. Army Combined Arms Center, Center for Army Lessons Learned, 2003. 6pp. <http://www.cawg.cap.gov/html/pa/urcpaom.pdf>

Kushner, Malcolm L. *Public Speaking for Dummies*. 2nd ed. Indianapolis: Wiley, 2004. 266pp. (PN4121 .K87 2004)

MacInnis, Lyman. *The Elements of Great Public Speaking: How to Be Calm, Confident, and Compelling*. Berkeley: Ten Speed Press, 2006. 148pp. (PN4129.15 .M34 2006)

Naistadt, Ivy. *Speak without Fear: A Total System for Becoming a Natural, Confident Communicator*. New York: HarperResource, 2004. 211pp. (PN4129.15 .N35 2004)

O'Hair, Dan, Hannah Rubenstein, and Robert A. Stewart. *A Pocket Guide to Public Speaking*. 2nd ed. Boston: Bedford/St. Martin's, 2007. 314pp. (PN4129.15 .O313 2007)

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Pearce, Terry. *Leading Out Loud: Inspiring Change through Authentic Communication*. 2nd ed. San Francisco: Jossey-Bass, 2003. 189pp. (HD57.7 .P42 2003)

Pearce, Terry. *The Mastery of Speaking as a Leader*. 51 min. Stanford Video, 1994. DVD. (HD30.3 .P21 1994)

Pfeiffer, William S. *Pocket Guide to Public Speaking*. Upper Saddle River, NJ: Prentice Hall, 2002. 143pp. (PN4121 .P22 2002)

"Speaking." *Air War College Gateway to the Internet*. <http://www.au.af.mil/au/awc/awcgate/awc-comm.htm#speaking>

*Toastmasters International*. Web site links to tips and techniques for public speaking.  
<http://www.toastmasters.org>

U.S. Army Combined Arms Center. Center for Army Lessons Learned. *Media Relations Handbook*. Ft. Leavenworth: U.S. Army Combined Arms Center, Center for Army Lessons Learned. December 2008. 105pp. <http://usacac.army.mil/CAC2/CALL/docs/09-11/toc.asp>

U.S. Department of the Air Force. *The Tongue and Quill: Communication Is an Essential Tool for the Twenty-First Century Air Force*. Washington, DC: U.S. Department of the Air Force, 2004. 376pp. <http://www.e-publishing.af.mil/shared/media/epubs/afh33-337.pdf>

U.S. Department of the Army. Training and Doctrine Command. *So, You've Been Asked to Testify before Congress*. Ft. Monroe: U.S. Department of the Army, Training and Doctrine Command, 2003. 38pp. <http://www.tradoc.army.mil/tpubs/misc/HANDBOOKTestifyingBeforeCongress.pdf>

U.S. Department of the Navy. *Navy Speakers' Bureau*. Links to materials that are intended to aid Navy speakers and speechwriters in preparing remarks for various external and internal audiences. Includes a speech archive of generic speeches for military events, holidays, etc. <http://www.navy.mil/navco/display.asp?page=speakers.html>

Zwickel, Steven B., and William S. Pfeiffer. *Pocket Guide to Technical Presentations and Professional Speaking*. Upper Saddle River, NJ: Pearson Prentice Hall, 2006. 256pp. (T10.5 .Z95 2006)

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Cohen, William A., comp. *The Wisdom of the Generals: How to Triumph in Business and Life: From Adversity to Success, and from Fear to Victory*. Upper Saddle River, NJ: Prentice Hall, 2000. 231pp. (UB210 .C641 2000)

Forehand, Thomas, comp. and ed. *Robert E. Lee's Lighter Side: The Marble Man's Sense of Humor*. Gretna, LA: Pelican, 2006. 112pp. (E467.1 .L4R51 2006)

Gray, Colin S. *Fighting Talk: Forty Maxims on War, Peace, and Strategy*. Westport: Praeger, 2007. 190pp. (U19 .G73 2007) [Praeger Security International](#)

Jay, Antony, ed. *The Oxford Dictionary of Political Quotations*. 2nd ed. New York: Oxford University Press, 2005. 513pp. (PN6084 .P6O82 2005)

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Kahaner, Larry. *The Quotations of Chairman Greenspan: Words from the Man Who Can Shake the World*. Holbrook, MA: Adams Media, 2000. 235pp. (HB119 .G74K34 2000)

Knowles, Elizabeth, ed. *The Oxford Dictionary of Quotations*. 6th ed. New York: Oxford University Press, 2004. 1140pp. (Ref PN6080 .O94 2004)

Lathrop, Charles E., comp. *The Literary Spy: The Ultimate Source for Quotations on Espionage and Intelligence*. New Haven: Yale University Press, 2004. 477pp. (UB270 .L58 2004)

Melton, Buckner F., ed. *The Quotable Founding Fathers: A Treasury of 2,500 Wise and Witty Quotations from the Men and Women Who Created America*. Washington, DC: Potomac Books, 2004. 345pp. (E302.5 .Q68 2004)

Meyer, Edward C., et al. *The Chiefs of Staff, United States Army, on Leadership and the Profession of Arms*. Washington, DC: Information Management Support Center, 2000. 120pp. (PN6084 .W35C45 2000)

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Partnow, Elaine, comp. and ed. *The Quotable Woman: The First 5,000 Years*. New York: Facts on File, 2001. 974pp. (Ref PN6081.5 .Q65 2001)

Puckett, Ralph. *Words for Warriors: A Professional Soldier's Notebook*. Tucson: Wheatmark, 2007. 382pp. (UB210 .P814 2007)

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Torricelli, Robert G., ed. *Quotations for Public Speakers: A Historical, Literary, and Political Anthology*. New Brunswick: Rutgers University Press, 2001. 302pp. (PN4193 .I5Q68 2001)

Tsouras, Peter, ed. *The Greenhill Dictionary of Military Quotations*. Mechanicsburg, PA: Stackpole, 2000. 574pp. (Ref PN6084 .W35G62 2000)

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U.S. Department of the Army. *General Officer Management Office*. Links to general officer biographies, both active duty and retired, USAR and NG resumes. (AKO login required)  
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[http://www.navy.mil/navydata/bios/bio\\_list.asp](http://www.navy.mil/navydata/bios/bio_list.asp)

U.S. Marine Corps. *Biographies*. Links to biographies of general officers and senior executives.  
<https://slsp.manpower.usmc.mil/GOSA/biographies>

*Wilson Biography Reference Bank*. Covers over 256,000 individuals and more than 36,000 images. Content is from a wide variety of Wilson resources, to include *Current Biography*, *World Authors*, *Nobel Prize Winners*, *Facts About Presidents*, and *Speeches of the American Presidents*. [Wilson Biography](#)

## POETRY AND MUSIC

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<http://www.poets.org>

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*Sounds from the Department of the Defense*. U.S. Department of Defense.  
<http://www.defense.gov/multimedia/audio>

## **STATISTICS, EQUIPMENT, AND QUICK FACTS**

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Defense Equal Opportunity Management Institute. *Demographic Breakdown Reports*.  
<http://www.deomi.org/EOEEOResources/DemographicReports.cfm>

*DoD Personnel and Military Casualty Statistics*. <http://siadapp.dmdc.osd.mil/personnel/MMIDHOME.HTM>

*Fedstats*. Provides access to the full range of official statistical information produced by the federal government without having to know in advance which federal agency produces which particular statistic. <http://www.fedstats.gov>

*Jane's Military and Security Assessments*. Choose the country from the dropdown on the left for information about world militaries. [Jane's](#)

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U.S. Department of the Air Force. *Fact Sheets*. Organizations, weapons, aircraft. <http://www.af.mil/information/factsheets>

U.S. Department of the Army. *Fact Files*. Weapon systems, vehicles, aircraft. <http://www.army.mil/factfiles>

U.S. Department of the Navy. *Fact File*. Aircraft, ships, weapons, equipment. <http://www.navy.mil/navydata/fact.asp>

## **HISTORICAL INFORMATION**

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*U.S. Air Force Historical Research Agency*. Research facility and repository for Air Force historical documents. <http://www.afhra.af.mil>

*U.S. Army Center of Military History*. Records the official history of the Army while advising the Army Staff on historical matters. <http://www.history.army.mil>

*U.S. Army Heritage & Education Center*. Educates a broad audience on the heritage of the Army by acquiring, preserving and making available historical records, materials, and artifacts. <http://www.carlisle.army.mil/ahec>

*U.S. Army Institute of Heraldry*. Provides information on United States heraldic entitlements, how they are displayed, and how and why they are worn. <http://www.tioh.hqda.pentagon.mil>

*U.S. Coast Guard Historian's Office*. Web site links to history, a daily chronology, photography, and other information about Coast Guard history. <http://www.uscg.mil/history>

*U.S. Marine Corps History Division*. Researches and writes the Marine Corps' official history, provides reference and research assistance; preserves personal experiences and observations through oral history interviews; and deploys field historians to record history in the making. [http://www.tecom.usmc.mil/HD/Home\\_Page.htm](http://www.tecom.usmc.mil/HD/Home_Page.htm)

*U.S. Naval Historical Center*. Collects, preserves, and makes available the artifacts, documents, and art that best embody naval history. <http://www.history.navy.mil>

## SPEECHES

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*American Presidency Project*. Includes links to various speeches and addresses given by presidents.  
<http://www.presidency.ucsb.edu>

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U.S. Army Reserve. *Speakers Bureau and Toolkit*. Link from here to additional presentation resources for senior leaders. (AKO Login required) <http://www.usar.army.mil/arweb/community/Pages/SpeakersBureauToolkit.aspx>

U.S. Department of Defense. *DODvClips*. Featured clips include but are not limited to DoD news, briefings, speeches, military campaigns and operations, and public service announcements. These products are available for embedding on official and non-official web sites, and for downloading by viewers. <http://dodvclips.mil>

U.S. Department of Defense. Office of the Assistant Secretary of Defense (Public Affairs). *Speeches*. Transcripts of the last thirty speeches issued. <http://www.defense.gov/speeches>

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U.S. Department of the Army. *Speeches*. <http://www.army.mil/info/institution/speeches>

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*Vital Speeches of the Day*. Monthly journal devoted to "the best thoughts of the best minds on current national questions." Library holdings include 1982-present in print and 1945-1985 on microfilm. 1995-2007 is available in [ProQuest](#).

"Writings, Poetry and Speeches." *Memorial Day*. <http://www.usmemorialday.org/write.html#write>

*YouTube*. Short videos of various ceremonies and speeches. Search using keywords such as "change of command," "retirement," "hail and farewell"; add Army, Navy, etc. to further restrict search. <http://www.youtube.com>