



Communication: Principles for a Lifetime, Portable Edition -- Volume 4: Presentational Speaking

Steven A. Beebe, Susan J. Beebe, Diana K. Ivy

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This alternative version of *Communication: Principles for a Lifetime* is a four volume set (sold together or separately) with fully integrated practice tests and contextually placed icons connected to our interactive online *MyCommunicationLab* resources. This Portable Edition offers unparalleled flexibility, choice, and support for the learning experience.

Written by experienced and highly regarded authors and teachers, *Communication: Principles for a Lifetime, Portable Edition* provides readers with all the theory and skills necessary — in a manner that will help them to apply what they learn throughout their lives. Understanding that the challenge is learning the myriad of skills, principles, and theories without being overwhelmed, Beebe, Beebe, and Ivy anchor all discussion around five key principles of communication throughout their book:

- **Be aware** of your communication with yourself and others.
- Effectively use and interpret **verbal** messages.
- Effectively use and interpret **nonverbal** messages.
- **Listen** and **respond** thoughtfully to others.
- **Appropriately adapt** messages to others.

Providing both comprehensive and cutting-edge content about communication organized around these five themes, Beebe, Beebe, and Ivy cover all of the topics expected in a manner that will help the reader organize the extensive range of material.

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