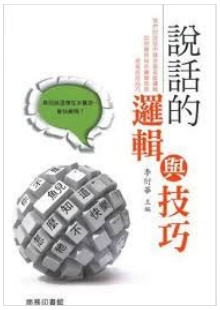
Library Collection (Senior Secondary Section)

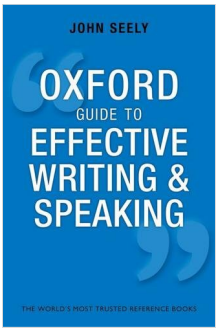


《說話的邏輯與技巧》

編者：李衍華

索書號： 401.4 SHU

本書將邏輯融入言語，解析說話規律，揭示對話與演講的邏輯奧秘。透過案例分析，深入了解溝通邏輯，避免常見錯誤。

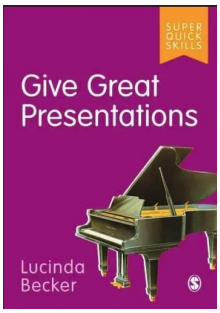


The Oxford Guide to Effective Writing and Speaking : How to Communicate Clearly

Author: John Seely

Call number: 428.2 SEE

The Oxford Guide to Effective Writing & Speaking helps anyone communicate clearly. It combines practical writing and speaking advice with self-help on grammar, spelling, and the writing process.

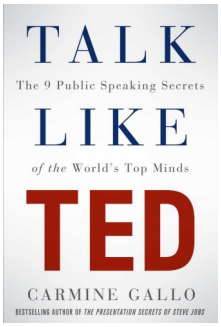


Give Great Presentations

Author: Lucinda Becker

Call number: 808.5 BEC

A guide to giving successful presentations, from preparing material and getting timings right to body language and confidence.



Talk Like TED : The 9 Public Speaking Secrets of The World's Top Minds

Author: Carmine Gallo

Call number: 808.5 GAL

TED Talks ignite the world! Learn the techniques of top TED speakers to make presentations dynamic, energize teams, and conquer the fear of public speaking.

《上台的技術》

編者：王永福

索書號： 808.5 WAN

無論職位高低，上台說話是專業人士必備的技能。本書助你精通簡報、授課、演講，提升說服力與影響力，無論面對企業內外、各類聽眾，都能侃侃而談。