

# The Art of Public Speaking

by Dale Carnegie

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> The higher we go in the scale of life, the greater is the capacity for suffering.

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> If you feel deeply about your subject you will be able to think of little else.

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> Concentration is a process of distraction from less important matters.

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> It is sheer egotism to fill your mind with thoughts of self when a greater thing is there—TRUTH.

Page No. 10 | Tuesday, September 20, 2022 4:36:34 AM

> “There, I told you I would fail, and I did.” If you

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> If you believe you will fail, there is no hope for you.

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> You are a god, with infinite capabilities. “All things are ready if the mind be so.”

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> Do not make haste to begin—haste shows lack of control.

Page No. 12 | Tuesday, September 20, 2022 10:38:11 AM

> Do not apologize. It ought not to be necessary; and if it is, it will not help. Go straight ahead.

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> Face your audience pluckily—if your knees quake, MAKE them stop.

Page No. 13 | Tuesday, September 20, 2022 10:39:46 AM

> The world owes its progress to the men who have dared, and you must dare to speak the effective word that is in your heart to speak—for often it requires courage to utter a single sentence.

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> Banish the fear-attitude; acquire the confident attitude. And remember that the only way to acquire it is—to acquire

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> monotonous. From “having but one tone,” it has come to mean more broadly, “lack of variation.”

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> Nature in her wealth gives us endless variety; man with his limitations is often monotonous.

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> Be natural—but improve your natural gifts until you have approached the ideal,

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> the principle of emphasis . . . is followed best, not by remembering particular rules, but by being full of a particular feeling.—C.

Page No. 18 | Wednesday, September 21, 2022 5:55:24 AM

> In almost every sentence there are a few MOUNTAIN PEAK WORDS that represent the big, important

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> In almost every sentence there are a few MOUNTAIN PEAK WORDS that represent the big, important ideas.

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> EMPHASIS is a matter of CONTRAST and COMPARISON.

Page No. 21 | Wednesday, September 21, 2022 6:02:53 AM

> To make a word emphatic, deliver it differently from the manner in which the words surrounding it are delivered.

Page No. 22 | Wednesday, September 21, 2022 6:04:08 AM

> If you have been talking loudly, utter the emphatic word in a concentrated whisper—and you have intense emphasis.

Page No. 22 | Wednesday, September 21, 2022 6:04:14 AM

> If you have been going fast, go very slow on the emphatic word.

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> If you have been going fast, go very slow on the emphatic word.

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> If you have been talking on a low pitch, jump to a high one on the emphatic word.

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> If you have been talking on a high pitch, take a low one on your emphatic ideas.

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