



Library Services Course Guide ~ Speech Communication

About our Course Guides:

Each page is dedicated to the areas covered by the courses offered here at RPCC. Each page lists various types of resources, including printable guides and handouts, suggested databases for research, selected e-books and books in our collection, and links to relevant online resources.

For more information on course offerings, visit the following web pages:

Catalogs: <http://www.rpcc.edu/catalogs.cfm>

Technical Programs: <http://www.rpcc.edu/technicalPrograms.cfm>

Suggested Databases:

Click on any **Databases** link on the Library website to access these. Please note that access from off-campus will require your Library User ID (or Alt ID) & PIN, or, for some resources, a different User ID & Password. See our page on [Using Online Library Resources From Home](#).

- **Academic Search Complete**
- **CQ Researcher**
- **LexisNexis**

Selected E-Books:

The **eBook Collection** from EBSCOhost is our largest provider of e-books (electronic copies of printed books PDF format), available 24 hours a day, 7 days a week. **eBook Collection** has an easy-to-use search interface. You will be prompted to login with your 12-digit Library User ID to access these e-books from off-campus. Please see our Tutorials on eBook Collection from EBSCOhost for more information.

- *Boost Your Presentation IQ*, 2006, by Marilyn Pincus.
- *Butterflies Be Gone: A Hands-on Approach to Sweat-proof Public Speaking*, 2008, by Arthur H. Bell.
- *The Debatabase Book: A Must-have Guide for Successful Debate*, 3rd Edition, 2007, by Robert Trapp. The 1st and 2nd editions are also available as e-books
- *Off the Cuff: What to Say at a Moment's Notice*, 2004, by Anne Cooper Ready.
- *The Seven Strategies of Master Presenters*, 2004, by Bradley C. McRae.
- *Speak to Win: How to Present with Power in Any Situation*, 2008, by Brian Tracy.

Visit our eBook Collections, <http://library.rpcc.edu/ebooks.html>, for links to eBook Collection from EBSCOhost and other e-book collections. Please note that books that are still protected by copyright may not be available online in full-text from the free sources.

Locations of Speech Communication Resources in the Library:

Speech Communication-related topics can be found in resources located in these Library of Congress call number ranges:

- **HF5717 to HF5734.7** - Business communication.
- **P87 to P86** - Communication. Mass media.
 - **P95 to P95.6** - Oral communication. Speech.
- **P99.5 to P99.6** - Nonverbal communication.
- **P101 to P410** - Language.

- P301 to P301.5 - Style. Composition. Rhetoric.
- PN4001 to PN4355 - Oratory. Elocution, etc.

Selected Books in the Library:

- *The Confident Speaker: Beat Your Nerves and Communicate at Your Best in any Situation*
Call number: PN 4129.15 .M65 2007
- *Mastering Public Speaking*, 4th Edition.
Call number: PN 4121 .G719 2001
- *Painless Speaking*
Call number: P 95 .M333 2003
- *Slide:ology: The Art and Science of Creating Great Presentations*
Call number: HF 5718.22 .D83 2008
- *Why Most PowerPoint Presentations SUCK: And How You Can Make Them Better*
Call number: HF 5718.22 .A47 2007

Online Resources:

The following resources have been reviewed and selected in collaboration with relevant faculty. Please note that websites outside of RPCC are beyond our control. We strive to ensure that the sites that we recommend are reliable and valid sources of high-quality information. Please let us know if you find any consistently dead links.

- **10 Tips for Public Speaking,**

<http://www.toastmasters.org/tips.asp>

From **Toastmasters International**, <http://www.toastmasters.org/>; also check out their free resources.

- **Allyn & Bacon Public Speaking Website,**

http://wps.ablongman.com/ab_public_speaking_2/

From Pearson Publishing, this site offers six modules to use when developing your speeches.

- **Finding Your Voice(s),**

<http://alalarning.org/2009/09/10/finding-your-voices/>

From ALA's Learning Round Table, this resource offers tips and links to different speeches.

- **ROPER Center Public Opinion Archives**

http://www.ropercenter.uconn.edu/data_access/tag/topics_at_a_glance.html

Provides over 50 years of public opinion survey results, including opinion polls on social issues, such as crime, abortion, immigration, women and work, the death penalty, and race relations.

- **Study Guides and Strategies: Public Speaking,**

<http://www.studygs.net/speaking.htm>

offers tips on public speaking.

- **TED: Ideas worth spreading,**

<http://www.ted.com/>

"Riveting talks by remarkable people," offers video of talks on numerous topics, searchable by theme, speaker, etc.