



# School Administrator's Public Speaking Portfolio: With Model Speeches and Anecdotes

By P. Susan Mamchak, Steven R. Mamchak

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This book contains 158 speeches for the professional educator on virtually every subject related to education, all ready to use "as is" or adapt to the occasion.

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### **Editorial Review**

From the Back Cover

This unique portfolio puts at your fingertips 158 model speeches covering virtually every topic a school administrator must address. Included are speeches for holidays, speeches for celebrations, speeches for parent/teacher meetings, plus eulogies, testimonials, introductions and much more. Each speech feature special data as to its topic, audience, time of presentation, pitfalls to avoid, as well as suggestions for movements or gestures and strategies for getting maximum audience involvement.

### **OUTLINE OF CONTENTS**

- Part I: Effective Model Speeches For All Occasions
  - 1. Icebreakers and anecdotes that are dignified — yet funny
  - 2. Introductions and transitions you can use when serving as MC
  - 3. A variety of speeches for opening or closing a program
  - 4. Speeches that aid in effective school— community communications
  - 5. Speeches to use when addressing your fellow educators
  - 6. Speeches that will help you motivate and inspire any audience
  - 7. Dynamic speeches for retirements and testimonials
  - 8. Dignified and meaningful eulogies and testimonials
  - 9. Speeches for special occasions — from a fund-raising kick-off to a graduating class address
  - 10. Lively holiday speeches for use throughout the school year
- Part II: An Administrator's Blueprint for Preparing and Delivering a Speech
  - 11. A step-by-step guide for preparing and delivering a speech from scratch, all based on practical experience
  - 12. An administrator's Survival Guide for Avoiding the pitfalls of public speaking

**Plus:** The School Administrator's Locatomatic Index of Speech Topics and Occasions

### **About the Author**

P. Susan Mamchak has held a variety of positions in education, from classroom teacher to school disciplinarian.

Steven R. Mamchak is a veteran of 35 years in the public schools and the recipient of a Governor's Award for Excellence in Education.

### **Users Review**

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#### **Alejandro Koenig:**

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