

# CRS Report for Congress

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## Public Speaking and Speechwriting: Selected References

December 20, 1996

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## **Summary**

This bibliography lists books and articles which offer advice on the presentation of a speech and provide materials from which to develop a speech. It includes how-to manuals, examples and critiques of great speeches, and anthologies of quotations and humorous stories for use in speechwriting. The last section is a listing of materials prepared by CRS which might help to prepare the speaker for specific occasions and holidays.

Books listed are selected from the Library of Congress Computerized files and a few articles have been selected from the CRS Public Policy Literature file. Congressional staff may request copies of items listed by calling 5-5700 or FAX (7-6745). Because of limited photocopy resources, please limit items requested to 10. Other users should contact a local public or university library.

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# Public Speaking and Speechwriting: Selected References

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Effective public speaking. Madison, Wis. W. C. Brown, 1994. 349 p. PN4121.A9 1994
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Public speaking: a twenty-first century perspective. Dubuque, Iowa, Kendall/Hunt, 1995. 346 p. PN4121.B525 1995
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How to talk more effectively. [Chicago] American School, 1993. 239 p. PN4121.B545 1993
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Speaking to persuade. Fort Worth, TX, Harcourt Brace College, 1996. 274 p. PN4181.B695 1996
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38 basic speech experiences. Topeka, Kan., Clark Pub., 1993. 218 p. PN4121.C24 1993
- DeVito, Joseph A.  
The elements of public speaking. New York, Longman, 1997. 486 p. PN4121.D389 1997
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Successful public speaking. Belmont, Wadsworth Pub. Co., 1996. 432 p. PN4121.H19 1996  
Includes section on persuasive speaking.

- Harlan, Ray.  
 The confident speaker: how to master fear and persuade an audience.  
 Bradenton, Fla., McGuinn & McGuire Pub., 1993. 274 p.  
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- Hasling, John.  
 The audience, the message, the speaker. New York, McGraw-Hill, 1993. 224  
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 How to meet the press: a survival guide. Champaign, Ill., Sagamore Pub., 1990.  
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- How to become an effective speaker. Ramsey, NJ, Alexander Hamilton Institute,  
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 The Sir Winston method: the five secrets of speaking the language of leadership.  
 New York, Quill/William Morrow, 1993. 189 p.  
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 Going public: a practical guide to developing personal charisma. Deerfield  
 Beach, Fla. Health Communications, 1995. 147 p. PN4121.M5625 1995  
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- Mira, Thomas K.  
 Speak now, or forever fall to pieces. 1st ed. New York, Random House, 1995.  
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 Speaking effectively in public settings: a modern rhetoric with a traditional base.  
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The presentations kit: 10 steps for selling your ideas. New York, Wiley, 1994.  
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Wolvin, Andrew D.

The public speaker, the public listener. Boston, Houghton Mifflin Co., 1993.  
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Zarefsky, David.

Public speaking: strategies for success. Needham Heights, MA, Allyn and  
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## II. Speechwriting

### A. Method

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The elements of speechwriting and public speaking. New York, Collier Books,  
1991. 242 p. PN4142.C66 1991

Dance, Frank E. X.

Speaking your mind: private thinking and public speaking. 2nd ed. Dubuque,  
Iowa, Kendall/Hunt, 1996. 356 p. PN4121.D336 1996  
Speech preparation and delivery.

Detz, Joan.

How to write and give a speech: a practical guide for executives, PR people,  
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every word count. New York, St. Martin's Press, 1992. 204 p.  
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Ehrlich, Henry.

Writing effective speeches. New York, Paragon House, 1992. 214 p.  
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Germer, Fawn.

Are quotes sacred? American journalism review, v. 17, Sept. 1995: 34-37.  
LRS95-8480

“Some journalists say it's fine to `improve' quotations as long as the  
meaning isn't changed. Others argue that the practice is dishonest.”

Gilman, Andrew.

Get to the point: how to say what you mean and get what you want. Dubuque,  
Iowa, Kendall/Hunt, 1995. 244 p. PN4121.G4585 1995  
Message suggestions and speech delivery.

Gotschall, Mary G.

The lost art of speechmaking. Campaigns & elections, v. 14, June-July 1993:  
48-49. LRS93-4855

“Four veteran wordsmiths reveal the secrets of writing and delivering  
effective speeches.”

Merrill, Norman W.

Who was that woman I didn't see you with last night? *New England journal of public policy*, v. 6, fall-winter 1990: 61-76. LRS90-11666

Presents a short history of negative campaigning in America.

Miller, N. Edd. Boyd, Stephen.

Public speaking: a practical handbook. Bloomington Ind., Tichenor Pub. Group, 1989. 148 p. PN4121.M5568 1989

Minnick, Dale L.

Speaking without fear. Woodward, OK, 1995. 196 p.

PN4121.M56287 1995

Speechwriting and delivery.

Outzs, Lori L.

A principled use of congressional floor speeches in statutory interpretation. *Columbia journal of law and social problems*, v. 28, winter 1995: 297-338.

LRS95-2700

Comment "suggests that floor statements, which are crucial pieces of legislative history for federal statutes, be used in a principled manner that analyzes the role of the statement's speaker and the context of the statement. The Author demonstrates this interpretational method through a review of the opinions of Justices Brennan and Rehnquist in *United Steelworkers of America v. Weber*. The Author recommends . . . that the Congress amend its record-keeping procedures to facilitate this usage."

Pendleton, Winston K.

Speaker's handbook of successful openers and closers. Englewood Cliffs, N.J., Prentice-Hall, 1984. 261 p. PN4193.I5P44 1984

Samples of opening and closing statements.

Political images.

*State government news*, v. 36, July 1993: 15-29.

LRS93-6449

Contents.—The positive side of negative advertising: campaigns can be won by exposing an opponent's weak points, by Greg Stevens.—Swiss cheese journalism: the outlook is bleak for expanding statehouse coverage, by Doris A. Graber.—Doubts about doublespeak: confusion, not communication, is the point of this art, by William Lutz.—Statehouse news: how to turn the media's attention to issues of substance, by David Yepsen.—Mixed messages: the language of politics is not all that it appears, by Julie C. Olberding.

Rackleff, Robert B.

The art of speech writing. *Vital speeches of the day*, v. 54, Mar. 1, 1988: 311-314. LRS88-15546

A speech on the steps to writing a good speech.

Sellers, Jim.

Speeches that leave them speechless. *State government news*, v. 37, no. 6, June 1994: 11-14. LRS94-5786

"A great speech appeals to your imagination as well as your ear."



Strother, David B.

The quality of expression: a guide to practical criticism. Dubuque, Iowa, Kendall/Hunt Pub. Co., 1990. 104 p. PN4121.S8328 1990

University of Kansas. Communication Studies Dept.

Virtual presentation assistant [online] (as of Dec. 5, 1996). available internet: <http://www.ukans.edu/cwis/units/coms2/vpa/vpa.htm> LRS96-7948

Contents.—Determining your purpose.—Selecting your topic.—Researching your topic.—Analyzing your audience.—Supporting your points.—Outlining your points.—Using visual aids.—Presenting your speech. Reference material on the Internet for which CRS is providing an address only.

## **B. Research**

### **1. Famous speakers and speeches: text and analyses**

American orators before 1900: critical studies and sources. Edited by Bernard K. Duffy and Halford R. Ryan. New York, Greenwood Press, 1987. 481 p. PN4055.U5A4 1987

American public discourse: a multicultural perspective. Lanham, Md., University Press of America, 1992. 328 p. E184.A1A6365 1992

Includes speeches by Native American females, males, African American females and males, Mexican American females and males and White American females.

Bochin, Hal.

Richard Nixon: rhetorical strategist. New York, Greenwood Press, 1990. 223 p. E856.B58 1990

Braude, Jacob Morton.

Complete speaker's and toastmaster's library. Englewood Cliffs, N.J., Prentice Hall, 1992. PN4121.B68 1992

Speech material by subject.

Contemporary American public discourse: a collection of speeches and critical essays by Halford Ross Ryan. Prospect Heights, Ill., Waveland Press, 1992. 384 p. PS668.C58 1992

Fleser, Arthur F.

A rhetorical study of the speaking of Calvin Coolidge. Lewistown, N.Y., E. Mellen Press, 1990. 118 p. E792.F54 1990

Friedenberg, Robert V.

Theodore Roosevelt and the rhetoric of militant decency. New York, Greenwood Press, 1990. 209 p. E757.F84 1990

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 In a perilous hour: the public address of John F. Kennedy. Westport, Conn.,  
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 University Press of America, 1992. 364 p. E839.5.G74 1992  
 Collects "speeches on a variety of subjects, ranging from agriculture to  
 refugees, and from youth to patriotism."
- Great American speeches. Edited, with introduction by Gregory R. Suriano. New  
 York, Gramercy Books, 1993. 308 p. E183.G68 1993
- Great speeches for criticism and analysis. Selected by Lloyd E. Rohler and Roger  
 Cook. Greenwood, Ind., Alister Press, 1988. 336 p. PS668.G74 1988  
 Kinds of speeches included: campaign, rally, political, national crises,  
 defense, legislative, ceremonial.
- The Great thoughts. Compiled by George Seldes. Foreword by Henry Steele  
 Commager. Rev. and updated. New York, Ballantine books, 1996. 543 p.  
 PN6081.G636 1996  
 "From Abelard to Zula, from ancient Greece to contemporary America, the  
 ideas that have shaped the history of the world."
- Lend me your ears: great speeches in history. Selected and introduced by William  
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- McCants, David A.  
 Patrick Henry, the orator. New York, Greenwood Press, 1990. 172 p.  
 E302.6.H5M37 1990
- The Modern presidency and crisis rhetoric. Edited by Amis Kiewe. Westport, Conn.,  
 Praeger, 1994. 246 p. JK518.M64 1994  
 Looks at presidential discourse with examples from several administrations.
- Oratory in the Old South, 1828-1860. Prepared under the auspices of the Speech  
 Association of America. Edited by Waldo W. Braden. Baton Rouge, Louisiana  
 State University Press, 1970. 311 p. PS407.07
- Peterson, Houston.  
 A treasury of the world's great speeches. Each speech prefaced with its  
 dramatic and biographical setting and placed in its full historical perspective.  
 New York, Simon and Schuster, 1965. 866 p.  
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Representative American speeches, 1991-1992. Edited by Owen Peterson. New York, H.W. Wilson Co., 1992. 216 p. LRS92-14449  
Seventeen speeches on current events and issues.

The Rhetoric of struggle: public address by African American women. Edited by Robbie Jean Walker. New York, Garland, 1992. 445 p. PS663.N4R47 1992  
Text of speeches.

Short, Brant.

The rhetoric of the post-Presidency: Herbert Hoover's campaign against the New Deal, 1934-1936. *Presidential studies quarterly*, v. 21, spring 1991: 333-350.

LRS91-3699

"In evaluating Hoover's campaign against the New Deal, this case study will examine the rhetorical dimensions of the post-presidency in American political debate."

Smith, Craig Allen. Smith, Kathy B.

The White House speaks: presidential leadership as persuasion. Westport, Conn., Praeger, 1994. 263 p. JK518.S583 1994

"This book takes Richard Neustadt's dictum that presidential power is the power to persuade and Jeffrey Tulis's description of The Rhetorical Presidency seriously enough to argue that we can profitably study presidential leadership rhetorically."

Speeches of the American presidents. Edited by Janet Podell and Steven Anzovin. New York, H.W. Wilson Co., 1988. 820 p. J81.C88 1988

Springen, Donald K.

William Jennings Bryan: orator of small-town America. New York, Greenwood Press, 1991. 194 p. (Great American orators, 0898-8277; no. 11)

E664.B87S67 1991

Talbott, Frederick.

Churchill on courage: timeless wisdom for persevering. Nashville, Tenn. Thomas Nelson Publishers, 1996. 1 v (unpaged) DA566.9C5 T25 1996

Vallin, Marlene Boyd.

Mark Twain: protagonist for the popular culture. Westport, Conn., Greenwood Press, 1992. 184 p. PS1338.V35 1993

After the Civil War, Americans witnessed an age known for its "silver-tongued oratory", Mark Twain was such a nineteenth-century speaker. Includes speeches.

Voices of multicultural America: notable speeches delivered by African, Asian, Hispanic, and Native Americans, 1790-1995. Deborah G. Straub, editor. New York, Gale Research, 1996. 1372 p. PS663.M55 V64 1996

Waggenpack, Beth Marie.

The search for self-sovereignty: the oratory of Elizabeth Cady Stanton. New York, Greenwood Press, 1989. 204 p. (Great American orators, 0898-8277; no.4) HQ1426.W33 1989

Women orators.

Wisdom of the great chiefs: the classic speeches of Red Jacket, Chief Joseph, and Chief Seattle. Collected and with introductions by Kent Nerburn. San Rafael, Calif., New World Library, 1994. E98.07W57 1994

Indian orators.

Women public speakers in the United States, 1925-1993: a bio-critical sourcebook. Edited by Karlyn Kohrs Campbell. Westport, Conn., Greenwood Press, 1994. 491 p. HQ1412.W68 1994

Includes quotations by famous American women.

## 2. Directories of Quotations and Humor

The Athena treasury: 101 inspiring quotations by women. Edited by Marty Maskall. Fair Oaks, Calif., Attitude Works Pub. Co., 1993. 111 p.

PN6081.5.A84 1993

Bartlett, John.

Familiar quotations: passages, phrases, and proverbs traced to their sources [online] (as of Dec. 6, 1996). Available Internet: <http://www.cc.columbia.edu/acis/bartleby/bartlett/>. LRS96-7949

Copyright 1995-1996. Older quotations to 1871. Reference material on the Internet.

— Familiar quotations: a collection of passages, phrases, and proverbs traced to their sources in ancient and modern literature. Boston, Little, Brown, 1992. 1405 p. PN6081.B27 1992

Blakely, James "Doc"

How the platform professionals keep 'em laughin'. Houston, Tex., Rich Pub. Co., 1987. 294 p. PN4121.H587 1987

How to develop and present a humorous speech. Over 2000 jokes and stories.

Bushisms. Compiled by Jonathan Bines, Andrew Sullivan and Jacob Weisberg. New York, N.Y., Workman Pub., 1992. 87 p. E838.5.B872 1992

Cohen, J. M.

The Penguin dictionary of twentieth-century quotations. London; New York, Penguin Books, 1995. 628 p. PN6081.C548 1995

Famous Black quotations. Edited, selected, and compiled by Janet Cheatham Bell. New York, Warner Books, 1995. PN6081.3.F36 1995

- Hatlen, Theodore W.  
 You're on!: a speaker's handbook plus one thousand quips and jokes. Santa Barbara, Calif., Dorcas Press, 1993. 292 p. PN4193.I5H38 1993
- Humes, James C.  
 More podium humor: using wit and humor in every speech you make. New York, HarperPerennial, 1993. 244 p. PN4193.I5H79 1993
- Humorous quotations. Compiled by Des MacHale. Cork: Mercier Press, 1994. 221 p. PN6084.H8 H8 1994  
 Short section of political quotations.
- Letterman, David.  
 David Letterman's new book of top ten lists and wedding dress patterns for the husky bride. New York, Bantam Books, 1996. 160 p. PN6162.L378 1996
- Margolis, Jon.  
 The quotable Bob Dole: witty, wise, and otherwise. New York, Avon Books, 1996. 154 p. E840.8D64 A25 1996
- McFadyean, Melanie.  
 Thatcher's reign: a bad case of the blues. London, Chatto & Windus, 1984. 128 p. DA591.T47M43 1984
- The Merriam-Webster dictionary of quotations. Springfield, Mass., Merriam-Webster, 1992. 501 p. PN6081.M494 1992
- Native wisdom. Edited by Joseph Bruchac. San Francisco, HarperSanFrancisco, 1995. E98.P5N383 1995  
 Indian quotations.
- Mr. Kaplan, tear down this wall: Bartlett's missing quotations. Policy review, no. 66, fall 1993: 4-19. LRS93-8872  
 Objects to the apparent omission of quotations by Ronald Reagan and other conservatives in the new 16th edition of Bartlett's Familiar Quotations, edited by Justin Kaplan. "Policy Review here offers a sampling of conservative quotations from the past 50 years that ought to be considered for Bartlett's 17th."
- Powell, Colin L.  
 In his own words. 1st ed. New York, Berkley Pub. Group, 1995. E840.5.P68 A25 1995  
 May not be in LC.
- Prochnow, Hebert Victor.  
 Speaker's and toastmaster's handbook. Rocklin, Calif., Prima Pub., 1992. 357 p. PN4193.I5P717 1992

Respectfully quoted: a dictionary of quotations requested from the Congressional Research Service. Washington, Library of Congress, for sale by the Supt. of Docs., G.P.O., 1992. 520 p. PN601.R435.992

The 2100 quotations in this book are drawn from the Quotation File created and maintained by the Congressional Reference Division for use in the Congressional Reading Room of the Library of Congress. Covering a variety of subjects of interest to Members of Congress, they include quotation citations that have been requested over and over again. Copies of this book are kept in all congressional reference centers.

Strupp, Jim.

Revolution song: Thomas Jefferson's legacy. Summit, N.J., Ashland Press, 1992. 126 p. E332.2.S86 1992

Sunbeams: a book of quotations. Edited by Sy Safransky. Berkeley, Calif., North Atlantic Books, 1990. 159 p. PN6081.S78 1990

Wilstach, Frank Jenners.

A dictionary of similes. Detroit, Omnigraphics, 1990. 578 p. PN6084.S5W5 1990

Winokur, Jon.

Friendly advice. New York, Plume, 1992. 300 p. PN6083.W56 1992

The Wit & wisdom of politics. Collected, compiled, and arranged by Charles Henning. Golden, Colo., Fulcrum, 1992. 306 p. PN6288.P6W57 1992

### **3. CRS Prepared Info Packs for holiday speechgiving**

Speech material: Abraham Lincoln's and George Washington's birthdays; info pack. Updated as needed. IP373A

Speech material: Fourth of July; info pack. Updated as needed. IP377F

Speech material: graduation; info pack. Updated as needed. IP379S

Speech material: Labor Day; info pack. Updated as needed. IP374L

Speech material: Martin Luther King's Birthday; info pack. Updated as needed. IP372M

Speech material: Memorial Day; info pack. Updated as needed. IP376M

Speech material: Thanksgiving Day; info pack. Updated as needed. IP381T