

表三、進階演講手冊的分類

演講技巧	說服技巧	管理技巧
<p>A <i>The Entertaining Speaker</i> 趣味演講</p>	<p>H <i>Technical Presentations</i> 技術簡報</p>	<p>D <i>The Discussion Leader</i> 主持討論</p>
<p>K <i>Storytelling</i> 故事講述</p>	<p>B <i>Speaking To Inform</i> 報導演講</p>	<p>F <i>Speeches by Management</i> 主管演講</p>
<p>L <i>Interpretive Reading</i> 詮釋朗讀</p>	<p>I <i>Persuasive Speaking</i> 勸說演講</p>	<p>E <i>Specialty Speeches</i> 特殊演講</p>
<p>N <i>Special Occasion Speeches</i> 慶典演講</p>	<p>C <i>Public Relations</i> 公關演講</p>	<p>J <i>Communicating on Television</i> 電視溝通</p>
<p>O <i>Humorously Speaking</i> 幽默演講</p>	<p>M <i>Interpersonal Communication</i> 人際溝通</p>	<p>G <i>The Professional Speaker</i> 職業演講</p>