

## 4.5.10: Additional Resources

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Visit this site for an “elevator speech” template. [sfp.ucdavis.edu/files/163926.pdf](http://sfp.ucdavis.edu/files/163926.pdf)

Hark.com provides videos of current popular soundbites <http://www.hark.com/>

“Good quotes/sound bites are the salsa on the nacho chip of our narrative.” <http://knightpoliticalreporting.syr.edu/wp-content/uploads/2012/05/Choosing-Good-Quotes-Soundbites.pdf>

“Getting Maximum Value From The Six Touch Points Of Communications” by Nancy Friedman. [www.networkingtoday.com/article/Getting%20Maximum%20Value%20from%20the%20Six%20Touch%20Points%20of%20Communications-175](http://www.networkingtoday.com/article/Getting%20Maximum%20Value%20from%20the%20Six%20Touch%20Points%20of%20Communications-175)

Visit this Wall Street Journal site for information on succeeding in an employment interview. <http://guides.wsj.com/careers/category/how-to-succeed-in-a-job-interview/>

“How to conduct a meeting.” <http://managementhelp.org/misc/meeting-management.htm>

The Official Robert’s Rules of Order Web Site: Robert’s Rules Association is an unincorporated membership association representing Robert’s Rules of Order, the guide to parliamentary procedure. <http://www.robertsrules.com>

A ten-step article from eHow on how to propose a toast. [http://www.ehow.com/how\\_1383\\_propose-toast.html](http://www.ehow.com/how_1383_propose-toast.html)

Read an e-zine article by the Advanced Public Speaking Institute. “Being roasted is an honor, but you must be careful to honor people while you are roasting them during a public speaking engagement.” <http://ezinearticles.com/?Public-Speaking:-Roast-Humor-and-Insults&id=100203>

“Preparing For Your Media Interview” by Judy Jernudd. [http://www.streetdirectory.com/travel\\_guide/1578/business\\_and\\_finance/preparing\\_for\\_your\\_media\\_interview.html](http://www.streetdirectory.com/travel_guide/1578/business_and_finance/preparing_for_your_media_interview.html)

“7 Tips on How to Prepare For Mainstream News and Feature Media Interviews” by Amelia Brazell from EzineArticles.com. <http://ezinearticles.com/?News-Media-Interviews—7-Tips-on-How-to-Prepare-For-Mainstream-News-and-Feature-Media-Interviews&id=1178440>

Read the Code of Ethics of the Society of Professional Journalists. <http://www.spj.org/ethicscode.asp>

How to introduce a speaker — the art of giving (and receiving) a great introduction, by Nick Morgan. <http://publicwords.com/how-to-introduce-a-speaker-the-art-of-giving-and-receiving-a-great-introduction/>

“How to Give an Acceptance Speech” by Patricia Fripp from The Sideroad. [http://www.sideroad.com/Public\\_Speaking/acceptance\\_speech.html](http://www.sideroad.com/Public_Speaking/acceptance_speech.html)

Visit this site for a pamphlet on how to serve as a master of ceremonies. [www.usda.org/trifold/IS04503.pdf](http://www.usda.org/trifold/IS04503.pdf)

“Why Pass on Viral Messages? Because They Connect Emotionally,” a *Harvard Business Online* article by Angela Dobeles, Adam Lindgreen, Michael Beverland, Joelle Vanhamme, and Robert Van Wijk. <https://hbr.org/product/why-pass-on-viral-messages-because-they-connect-emotionally/BH239-PDF-ENG>

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