

# speech communication



## OCCUPATIONAL TITLES

- Personnel Interviewer
- Teacher
- Salesperson
- Actor
- Teacher's Aide
- Museum/Zoo Director
- Political Consultant
- Media Manager
- Journalist
- Ministry
- Public Relations
- Advertising Sales
- Public Information Officer
- Performer
- Politician
- Speech Writer
- Insurance Adjuster
- Customer Service Representative
- Industrial Labor Relations Specialist
- Extension Service Specialist
- Radio Broadcaster
- College Faculty
- Hotel Manager
- Foreign Service Officer
- Editor/Author
- Personnel Manager
- Legislative Assistant
- Technical Communicator

## EMPLOYMENT SETTINGS

- Public school systems
- Employment agencies
- Colleges/universities
- Hotels
- Government
- Radio/television stations
- Religious organizations
- International organizations
- Insurance companies
- Newspapers
- Magazines
- Marketing businesses

## TYPICAL WORK ACTIVITIES

- Conducting meetings
- Debating
- Recruiting employees
- Observing
- Teaching
- Examining
- Personal involvement
- Traveling
- Decision making
- Persuading
- Negotiating
- Evaluating employees

## SKILLS & ABILITIES

- Working well with others
- Critical analysis
- Ability to adapt to new environments
- Ability to lead group discussions
- Skilled listener
- Clear speaking ability
- Vitality
- Stamina
- Ability to work with diverse groups
- Ability to stay calm in stressful situations
- Strong public speaking skills
- Ability to improvise
- Flexibility

## INTERNET SITES AND PROFESSIONAL ASSOCIATIONS

- Speaking.com: [www.speaking.com](http://www.speaking.com)
- eSpeakers.com: [www.espeakers.com](http://www.espeakers.com)
- Careers with Speak Inc.: [www.speakinc.com/careers.html](http://www.speakinc.com/careers.html)
- Speakers.com: <http://speakers.com/website/speakersonline.asp>
- CanSpeak.com: [www.canspeak.com](http://www.canspeak.com)
- Succeed in Public Speaking: [www.school-for-champions.com/speaking.htm](http://www.school-for-champions.com/speaking.htm)
- Resources for Speech Writers: [www.executive-speaker.com/res\\_m.html](http://www.executive-speaker.com/res_m.html)
- Toastmasters International: [www.toastmasters.org](http://www.toastmasters.org)
- Indianapolis Chapter of International Association of Business Communicators: [www.indyabc.com](http://www.indyabc.com)
- National Speakers Association: [www.nsaspeaker.org](http://www.nsaspeaker.org)
- International Association of Speakers Bureaus: [www.iasbweb.org](http://www.iasbweb.org)
- Advanced Public Speaking Institute: [www.public-speaking.org](http://www.public-speaking.org)

## CAREER SERVICES RESOURCES

- *100 Best Careers for Writers and Artists*, 1998, Shelly Field
- *Art (Careers in)*, 2000, Blythe Camenson
- *Arts Internships (National Directory of)*, 2001-2002, Christensen
- *Bookworms & Other Literary Types (Careers for)*, 1997, Wm. Ray Heitzmann
- *Communications (Careers in)*, 1999, Shonan F. R. Noronha
- *Journalism (Careers in)*, 2000, Jan Goldberg
- *Media Companies - Get Inside Today's Hottest Industry*, 2000, Peterson's