

A Concise Public Speaking Handbook 2nd Edition Ebook

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From the Authors of Engineering Writing by Design: Creating Formal Documents of Lasting Value Engineering presentations are often a topic of frustration. Engineers complain that they don't enjoy public speaking, and that they don't know how to address audiences with varying levels of technical knowledge. Their colleagues complain about the state of information transfer in the profession. Non-engineers complain that engineers are boring and talk over everybody's heads. Although many public speaking books exist, most concentrate on surface issues, failing to distinguish the formal oral technical presentation from general public speaking. Engineering Speaking by Design: Delivering Technical Presentations with Real Impact targets the formal oral technical presentation skills needed to succeed in modern engineering. Providing

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clear and concise instruction supported by illustrative examples, the book explains how to avoid logical fallacies (both formal and informal), use physical reasoning to catch mistakes in claims, master the essentials of presentation style, conquer the elements of mathematical exposition, and forge a connection with the audience. Each chapter ends with a convenient checklist, bulleted summary, and set of exercises. A solutions manual is available with qualifying course adoption. Yet the book's most unique feature is its conceptual organization around the engineering design process. This is the process taught in most engineering survey courses: understand the problem, collect relevant information, generate alternative solutions, choose a preferred solution, refine the chosen solution, and so on. Since virtually all engineers learn and practice this process, it is so familiar that it can be applied seamlessly to formal oral technical presentations. Thus, *Engineering Speaking by Design: Delivering Technical Presentations with Real Impact* is inherently valuable in that it shows engineers how to leverage what they already know. The book's mantra is: if you can think like an engineer, you can speak like an engineer.

Updated in a new 8th edition, *Public Speaking: An Audience-Centered Approach* brings theory and practice together. Its distinctive and popular approach emphasizes the importance of analyzing and considering the

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audience at every point in the speech making process. This model of public speaking is the foundation of the book, and it guides the reader through the step-by-step process of public speaking, focusing their attention on the dynamics of diverse audiences, and narrowing the gap between practice and the real world.

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concepts to life, and offer students opportunities to practice applying what they've learned. And MediaShare offers an easy, mobile way for students and instructors to interact and engage with speeches, visual aids, group projects, and other files. Please note: this version of MyCommunicationLab does not include an eText. Public Speaking Handbook, Fifth Edition is also available via REVEL(tm), an immersive learning experience designed for the way today's students read, think, and learn. This best-selling brief introduction to public speaking offers practical coverage of every topic typically covered in a full-sized text, from invention, research and organization, practice and delivery, to the different speech types. Its concise, inexpensive format makes it perfect not only for the public speaking course, but also for any setting across the curriculum, on the job, or in the community. This newly redesigned full-color edition offers even stronger coverage of the fundamentals of speechmaking, while also addressing the changing realities of public speaking in a digital world. It features fully updated chapters on online presentations and using presentation software, and a streamlined chapter on research in print and

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online.

Yes! The number one phobia that most people share is making a presentation; speaking in front of a group of other people: colleagues, strangers, it doesn't seem to matter - it's scary. Having to make a speech or presenting in front of a group can be nerve wracking, no matter how small or familiar the group may be. Lose the fear, get out there and speak. In virtually every case, a person's fear of public speaking is unjustified. If you are making your first speech or presentation or if you need to make your presentations or speeches, more engaging, more powerful, more structured, more interesting, more persuasive and more concise whilst at the same time need to make it less fearful for you, then this book will help deliver everything you need. It will give you the skills, knowledge and tools to plan, design and deliver effective memorable presentations and speeches. It will enable you to make fearless presentations and speeches in the future and have the confidence of knowing that you have the audience on your side. Become a great presenter and excel at public speaking, this book will show you what you need to know. We all have the power to deliver memorable

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presentations and speeches. With a little work, you too can find the power.

Great speakers aren't just born; they prepare and they practice. THE ELEMENTS OF GREAT PUBLIC SPEAKING takes the fear out of taking the podium, distilling essential techniques and tricks for just about any speaking occasion. Experienced businesspeople, nervous students, best men, and eulogists alike can benefit from the author's simple, direct, and tested advice on everything from body language and word choice to responding to the audience and overcoming stage fright. Because there's no such thing as a boring topic, "just boring speakers," ELEMENTS shows how to look, sound, and act like someone worth listening to. Reviews, "The go-to guide for anyone about to stand up and say something. . . A practical guide to thumb through before every speech, whether it's your first or 500th., " USA Today

Engineering Speaking by Design
The Concise APA Handbook
A Concise Public Speaking Handbook
Demystifying Public Speaking
Real Boys' Voices

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Helping students speak in the classroom and the boardroom, **THE SPEAKER'S HANDBOOK**, 11e covers the entire process of preparing, organizing, developing, and delivering a speech—making it the ideal text for students taking a public speaking course as well as an excellent reference for experienced speakers. The handbook continues to offer thorough coverage of ethics, reasoning, analyzing audience, and diversity. Each chapter is designed to stand alone so that speakers can refer only to the sections that meet their needs. Vivid new graphics in the Eleventh Edition help illustrate key concepts. Speeches from students and public figures—including President Obama's commemorative speech on the death of Nelson Mandela—provide relevant speech models as well as material for analysis. Features such as **For Your Benefit** equip students with valuable tips and advice, while **Speaker's Workshop** and **Putting It into Practice** activities give students plenty of hands-on application. In addition, new **Learning Objectives** and updated **Checklists** help students review what they've learned. **Important Notice:** Media content referenced within the product description or the product text may not be available in the ebook version.

CENGAGE ADVANTAGE BOOKS: THE SPEAKER'S COMPACT HANDBOOK, Second Edition, equips you with the essential information, tips, and tools you need to be an effective public speaker. Its spiral-bound, quick-

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reference format makes the handbook easy to use. And because each of its succinct chapters can stand alone, you can jump exactly to the topic you need to help you create a great speech. Two simple features--Key Points and Checklists--help you stay on track throughout the speech-building process. In addition to the material within the handbook, online interactive tools like Speech Builder Express(tm) 3.0 and InfoTrac College Edition help further develop your public speaking skills.

An audience-centered approach to public speaking in a concise reference format Revel(TM) A Concise Public Speaking Handbook emphasizes the importance of analyzing and considering the audience at every point in the speech-making process. Using a concise reference format that facilitates quick and easy access to key information, authors Steven and Susan Beebe present a balance of theory and practice to guide students on how to enhance their public speaking skills. By focusing student attention on the dynamics of diverse audiences, ethics, and communication apprehension, the text narrows the gap between the classroom and the real world. The Fifth Edition includes fresh examples throughout to ensure that content is relatable and engaging for students. Revel is Pearson's newest way of delivering our respected content. Fully digital and highly engaging, Revel replaces the textbook and gives students everything they need for the

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course. Informed by extensive research on how people read, think, and learn, Revel is an interactive learning environment that enables students to read, practice, and study in one continuous experience - for less than the cost of a traditional textbook. NOTE: This Revel Combo Access pack includes a Revel access code plus a loose-leaf print reference (delivered by mail) to complement your Revel experience. In addition to this access code, you will need a course invite link, provided by your instructor, to register for and use Revel.

Review: "More than 100 scholars contributed to this carefully researched, well-organized, informative, and multi-disciplinary source on death studies. Volume 1, "The Presence of Death," examines the cultural, historical, and societal frameworks of death, such as the universal fear of death, spirituality and various religions, the legal definition of death, suicide, and capital punishment. Volume 2, "The Response to Death," covers such topics as rites and ceremonies, grief and bereavement, and legal matters after death."--"The Top 20 Reference Titles of the Year," American Libraries, May 2004.

Speaking Technically

A Handbook of Public Speaking

CONCISE PUBLIC SPEAKING HANDBOOK, 2ND ED.

Handbook of Death and Dying

Farming While Black

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Written by an expert in the field, this book has the tools you need to become a relaxed, effective, and commanding public speaker. A clear, concise, step-by-step approach with dozens of inside tips, "10 Days to More Confident Public Speaking" will help you: -- Overcome nervousness and discover your own natural style -- Connect with your audience with your very first words -- Write a speech that builds to an unforgettable conclusion -- Expertly blend humor and anecdotes into your talks -- Use proven techniques to memorize your speech

Criminal Investigation Handbook now contains critical information you need to know about use of the internet in perpetrating a computer crime -- especially cybercrime - and websites, e-mail addresses, and databases you can use in your investigation! It provides you with current information in a format that is easy to understand and apply to your investigation. Whether you are a law enforcement officer, prosecutor, or criminal defense lawyer, you will find the information in this book useful to your case. Covering the

practical aspects of an investigation as well as pertinent legal analysis - and including a wealth of illustrations, checklists, and forms - this title will prove itself invaluable to your case.

"In my travels throughout this country, I have discovered a glaring truth: America's boys are absolutely desperate to talk about their lives," says Dr. William Pollack, author of the bestseller Real Boys. Now, in Real Boys' Voices, Pollack lets us hear what boys today are saying, even as he explores ways to get them to talk more openly with us. "Boys long to talk about the things that are hurting them—their harassment from other boys, their troubled relationships with their fathers, their embarrassment around girls and confusion about sex, their disconnection from and love for their parents, the violence that haunts them at school and on the street, their constant fear that they might not be as masculine as other boys." In Real Boys' Voices we hear, verbatim, what boys from big cities and small towns, including Littleton, Colorado, have to say about violence,

drugs, sports, school, parents, love, anger, body image, becoming a man, and much, much more. Real Boys' Voices takes us into the daily worlds of boys not only to show how society's outdated expectations force them to mask many of their true emotions, but also to let us hear how boys themselves describe their isolation, depression, longing, love, and hope. How can you get behind the mask of masculinity many boys wear? How can you tell whether a "bad boy" is actually a "sad boy"—and how do you spot the danger signals of depression? How can you grow closer to the boy you love? Pollack explores how to create safe spaces and engage in "action talk," how to listen so a boy will speak the truth about, and be, himself. In the real boys' voices here, boys speak eloquently and truthfully about such topics as shame, bullying and teasing, the pressure to fit in, addictions, how they see the lives of the men they know, the importance of their mothers and fathers, their own spiritual and creative experiences, friendships with other boys and with girls, being gay, and coping with divorce and other

losses, including the death of a friend or parent. We also hear what boys from Columbine High School and other places say about fear and violence in their lives. Full of insights from and about young and adolescent boys, William Pollack's *Real Boys' Voices* is an important, illuminating, and invaluable book, for boys themselves and for all the people in their lives. From *Real Boys' Voices* " Boys are supposed to shut up and take it, to keep it all in." –Scotty, from a small town in New England " What I hate about this school is that I am being picked on in the halls and just about everywhere else." –Cody, from a suburb in New England " Sometimes people say there are two me's, like I have a dual personality. . . . The public persona is not really who I am. It's a tool . . . to be who everyone wants me to be." –Raphael, from a city in the West " If you see [abuse] coming, just walk out of the room or walk out of the house or go somewhere, go to a friend's house, go for a walk, take your dog for a run, whatever. Just try to get away from that situation before it actually explodes." –Paul, from a suburb

in the West " Maybe a couple of times I used to bully some kids. I haven't bullied anyone since the shooting. I try to be nicer to people even if I don't like them." –John, from Littleton, Colorado

Most students struggle with learning how to find references, use them effectively, and cite them appropriately in a required format. One of the most common formats is that of APA. The authors all have vast experience teaching writing courses to various levels of students from undergraduates to graduates in other countries. However, there was lacking a book that could explain the basics of APA in simple, easy-to-understand language for non-native speakers of English, who are often unfamiliar with using references and formatting an essay in a particular method. In order to offer English Learner student writers a source of information that is appropriate for their level, and is cost-effective, this updated APA 7th edition guidebook provides students with important information in clear, concise, user-friendly language, as well as to offer practical examples that will

help them grasp the concept of secondary research writing. Much of the published materials on the market targets native speakers of English. The problem with this is that they present the nitpicky details of APA in ways that do not make sense to native speakers of English, let alone to those for whom English is not their first language, because the information is presented in very technical terms that are not easy to understand. This handbook presents the same information in simplified terms with images and step-by-step instructions in ways that make sense to both native and non-native English speaking student writers. Additionally, student writers often struggle with understanding the concept of plagiarism, as well as how to find sources, evaluate the appropriateness of sources, and use sources in effective ways (e.g., how to integrate quotes, when to paraphrase, among others). This book provides this important information that is concise and easy to understand. NOTE: This is a REVISED edition of our original The Concise APA Handbook, which has been updated for APA 7th edition, which

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was issued in the fall, 2019.

A Writer's Guidebook

A Pocket Guide to Public Speaking

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The Speaker's Handbook, Spiral bound Version

Delivering Technical Presentations with Real Impact

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been redeemed previously and you may have to purchase a new access code. Access codes Access codes that are purchased from sellers other than Pearson carry a higher risk of being either the wrong ISBN or a previously redeemed code. Check with the seller prior to purchase. -- Offers an audience-centered approach to public speaking A Concise Public Speaking Handbook integrates the steps of preparing and delivering a speech with the ongoing process of considering the audience. The comprehensive coverage of key public speaking topics and skills makes this title an ideal core text for public speaking courses and its low cost makes it affordable as a supplement for any course or setting that requires public speaking. MySearchLab is a part of the Beebe/Beebe program. Research and writing tools, including access to academic journals, help students understand critical thinking in even greater depth. To provide students with flexibility, students can download the eText to a tablet using the free Pearson eText app. 0133596591 / 9780133596595 Concise Public Speaking Handbook Plus

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Speaking An audience-centered approach to public speaking in
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to ensure that content is relatable and engaging for students. A Concise Public Speaking Handbook, Fifth Edition is also available via Revel™, an interactive learning environment that enables students to read, practice, and study in one continuous experience.

The 'BrainCanDo' Handbook of Teaching and Learning provides teachers and school leaders with a concise summary of how some of the latest research in educational neuroscience and psychology can improve learning outcomes. It aims to create a mechanism through which our growing understanding of the brain can be applied in the world of education. Subjects covered include memory, social development, mindsets and character. Written by practising teachers working in collaboration with researchers, the chapters provide a toolkit of practical ideas which incorporate evidence from psychology and neuroscience into teaching practice with the aim of improving educational outcomes for all. By increasing both teachers' and pupils' understanding of the developing brain, 'BrainCanDo' aims to improve cognitive performance

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and attainment, foster a love of learning and enable a healthy and productive approach to personal development. This book will appeal to educators, primarily those working in secondary schools, but also those within higher and primary school education. It will also be of interest to students of education, professionals looking to enhance their teaching and researchers working in the fields of education, psychology and neuroscience.

This handbook integrates the principles of classical rhetoric with those of contemporary public speaking and provides examples of how to apply these principles to various speaking situations. Featuring concise explanations and examples of the main principles, categories, and techniques of public speaking, the handbook format allows students to access easily the material when they are researching, preparing, and practicing their speeches. Covering the full range of topics in all public speaking courses, this text's rhetorical grounding and easy-to-use format make it a practical tool for today's students.

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Public Speaking

A CONCISE PUBLIC SPEAKING HANDBOOK, 3RD ED.

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required by an instructor. For courses in Public Speaking An

audience-centered approach to public speaking in a student-friendly reference format Public Speaking Handbook, Fifth

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themselves in its vibrant visuals and real-world examples. The second edition of this approachable and affordable guidebook provides even more help for the kinds of writing students do in college, with new robust support for multilingual writers, new coverage of analytical writing, and a new appendix of sentence guides for academic writing.

This is a concise guide for anyone who has ever found the prospect of speaking technically to be daunting. The author draws upon his observations of people speaking technically in after-dinner speeches; conference presentations; coping with visitors; inaugural lectures; industrial presentations; industrial tourism; lectures to students; presentations to funding bodies; project reports; public inquiries; school talks; section and departmental meetings; telephone calls and consultations. He offers the reader practical tools and principles for organising information and making technical communication lively and memorable. Complete with highlighted points, checklists and review points for easy reference and practice, *Speaking Technically* is for anyone who has ideas and information to communicate, wants to do so effectively, finds

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the process stressful and has little time to prepare.

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considering the audience. The comprehensive coverage of key public speaking topics and skills makes this title an ideal core text for public speaking courses and its low cost makes it affordable as a supplement for any course or setting that requires public speaking. MySearchLab is a part of the Beebe/Beebe program. Research and writing tools, including access to academic journals, help students understand critical thinking in even greater depth. To provide students with flexibility, students can download the eText to a tablet using the free Pearson eText app. 0133596591 / 9780133596595 Concise Public Speaking Handbook Plus MySearchLab with Pearson eText -- Access Card Package Package consists of 0205239927 / 9780205239924 MySearchLab with Pearson eText -- Valuepack Access Card 0205897215 / 9780205897216 Concise Public Speaking Handbook, A Studyguide for Concise Public Speaking Handbook by Beebe, Steven A., ISBN 9780205753703 Studyguide for a Concise Public Speaking Handbook by Beebe, Steven A, Isbn 9780205502448 Mysearchlab with Pearson Etext --Standalone Access Card-- For

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Concise Public Speaking Handbook

Criminal Investigation Handbook (formerly Police Investigation Handbook)

The Speaker's Primer

Neurolinguistics is a young and highly interdisciplinary field, with influences from psycholinguistics, psychology, aphasiology, and (cognitive) neuroscience, as well as other fields. Neurolinguistics, like psycholinguistics, covers aspects of language processing; but unlike psycholinguistics, it draws on data from patients with damage to language processing capacities, or the use of modern neuroimaging technologies such as fMRI, TMS, or both. The burgeoning interest in neurolinguistics reflects that an understanding of the neural bases of this data can inform more biologically plausible models of the human capacity for language. The Oxford Handbook of Neurolinguistics provides concise overviews of this rapidly-growing field, and engages a broad audience with an interest in the neurobiology of language. The chapters do not attempt to provide exhaustive coverage, but rather present discussions of prominent questions posed by given topics. The volume opens with essential methodological chapters: Section I, Methods, covers the key techniques and technologies used to study the neurobiology of language today, with chapters structured along the basic divisions of the field. Section II

addresses the neurobiology of language acquisition during healthy development and in response to challenges presented by congenital and acquired conditions. Section III covers the many facets of our articulate brain, or speech-language pathology, and the capacity for language production-written, spoken, and signed. Questions regarding how the brain comprehends meaning, including emotions at word and discourse levels, are addressed in Section IV. Finally, Section V reaches into broader territory, characterizing and contextualizing the neurobiology of language with respect to more fundamental neuroanatomical mechanisms and general cognitive domains.

The Art of Public Speaking is a fantastic introduction to public speaking by the master of the art—Dale Carnegie. Featured within this classic manual are hundreds of tips and tricks on how to become an efficient and effective public speaker. One of the core ideas in his books is that it is possible to change other people's behavior by changing one's reaction to them. This is a fascinating work and is thoroughly recommended for everyone.

PUBLIC SPEAKING: THE EVOLVING ART, 2E, ENHANCED, International Edition is a fully integrated book and technology program that matches the expectations of today's students while preserving the well-respected traditions of public speaking instruction. This program teaches the fundamental goals of public speaking while exploring the contexts and

media that inform public speaking today. The text comes automatically packaged with a printed access code to a variety of online tools: CourseMate (which houses the interactive activities); Speech Builder Express, Speech Studio 2.0, and access to the eBook. Each chapter's material, both in the book and online, takes students through a sequence that starts with reading the text, moves to watching unique integrated videos, segues to companion interactive activities that ask students to apply chapter concepts in hypothetical scenarios, and then to advance work on their own speech project. A unique, practical pedagogical system in the text -- "Read it, Watch it, Use it, Review it" -- gives structure to each chapter, and directs students to the easy-to-access online material. "Apply It" Boxes give students an opportunity to use their newly-gained public speaking skills in situations outside of the classroom. PUBLIC SPEAKING: THE EVOLVING ART, 2E, ENHANCED, International Edition is the first of its kind to adapt the format and delivery of information based on extensive feedback from hundreds of students and instructors who have used the package in their course. Based on the text's "READ It, WATCH It, USE It, REVIEW It" pedagogical structure, 93% of students who class-tested found the Speech Buddy Videos helpful, and 96% of students would recommend this book/package to their instructor.

This package contains the following components: -0205688543: MySpeechKit -0205753701: Concise Public Speaking Handbook

**Studyguide for a Concise Public Speaking Handbook by Beebe, Steven
An Audience-centered Approach
Concise Public Speaking Handbook + Myspeechlab Coursecompass +
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The Speaker's Compact Handbook

The Elements of Great Public Speaking

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. For courses in Public Speaking An audience-centered approach to public speaking in a concise reference format A Concise Public Speaking Handbook emphasizes the importance of analyzing and considering the audience at every point in the speech-making process. Using a concise reference format that facilitates quick and easy access to key information, authors Steven and Susan Beebe present a balance of theory and practice to guide students on how to enhance their public speaking skills. By focusing student attention on the dynamics of diverse audiences, ethics, and communication apprehension, the text narrows the gap between the classroom and the real world. The Fifth Edition includes fresh examples throughout to ensure that content is relatable and engaging for

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students. A Concise Public Speaking Handbook, Fifth Edition is also available via Revel(TM), an interactive learning environment that enables students to read, practice, and study in one continuous experience.

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In 1920, 14 percent of all land-owning US farmers were black. Today less than 2 percent of farms are controlled by black people--a loss of over 14 million acres and the result of discrimination and dispossession. While farm management is among the whitest of professions, farm labor is predominantly brown and exploited, and people of color disproportionately live in "food apartheid" neighborhoods and suffer from diet-related illness. The system is built on stolen land and stolen labor and needs a redesign. Farming While Black is the first comprehensive "how to" guide for aspiring African-heritage growers to reclaim

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their dignity as agriculturists and for all farmers to understand the distinct, technical contributions of African-heritage people to sustainable agriculture. At Soul Fire Farm, author Leah Penniman co-created the Black and Latinx Farmers Immersion (BLFI) program as a container for new farmers to share growing skills in a culturally relevant and supportive environment led by people of color. Farming While Black organizes and expands upon the curriculum of the BLFI to provide readers with a concise guide to all aspects of small-scale farming, from business planning to preserving the harvest. Throughout the chapters Penniman uplifts the wisdom of the African diasporic farmers and activists whose work informs the techniques described--from whole farm planning, soil fertility, seed selection, and agroecology, to using whole foods in culturally appropriate recipes, sharing stories of ancestors, and tools for healing from the trauma associated with slavery and economic exploitation on the land. Woven throughout the book is the story of Soul Fire Farm, a national leader in the food justice movement. The technical information is designed for farmers and gardeners with beginning to intermediate experience.

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For those with more experience, the book provides a fresh lens on practices that may have been taken for granted as ahistorical or strictly European. Black ancestors and contemporaries have always been leaders--and continue to lead--in the sustainable agriculture and food justice movements. It is time for all of us to listen.

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