THINK FASTER

TALK SMARTER

HOW TO SPEAK SUCCESSFULLY
WHEN YOU'RE PUT ON THE SPOT

MATT ABRAHAMS



CONTENTS

	Introduction	1
	PART I:	
The	Think Faster, Talk Smarter Methodology—	
Si	x Steps to Better Spontaneous Speaking	
Chapter 1	Calm: Tame the Anxiety Beast	17
Chapter 2	Unlock: Maximize Mediocrity	34
Chapter 3	Redefine: Mind Your Mindset	56
Chapter 4	Listen: Don't Just Do Something	
	Stand There!	75
Chapter 5	Structure: Structure Your Spontaneity	93
Chapter 6	Focus: The F-Word of Spontaneous Speaking	113
	PART II:	
	Talking Smarter in Specific Situations	
Application #1	Going Big on Small Talk	137
Application #2	Toasts That Tantalize	
	(and Tributes and Introductions, Too)	151
Application #3	Make That (Im)perfect Pitch	161
Application #4	Rocking the Q&A	172
Application #5	Feedback That Doesn't Flop	183
Application #6	The Secrets to Saying We're Sorry	194
	Epilogue	205
	Appendix 1	
	Structures for Use in Specific Situations	210
	Appendix 2	
	Web Page for New Material	212
	Acknowledgments	213
	Notes	217
	Index	231