## <<卡耐基经典>>

### 图书基本信息

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### 内容概要

戴尔·卡耐基是美国现代成人教育之父,被人们称为"20世纪最伟大的成功学大师"。 本书是一部世界上最畅销的人生指南,是能改变无数人命运的励志经典。 本书汇集了《人性的弱点》、《人性的优点》、《语言的突破》等卡耐基的成功巨著中的最激动人心 的内容和思想精华。 本书为英文版。

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#### 作者简介

作者:(美国)卡耐基(Carnegie,D.)CARBEGLE,DALE(1888-1955),was a pioneer in public speaking and personality development. He got good reputation by showing others how to become successful. His book How to Win Friends and Influence People(1936)has sold more than 10 million copies and hand been translate into many languages. His books usually have characteristics of illustrative stories and simple, well-phrased rules. His other books in include How Stop Worrying and Start Living (1948). Toward the beginning of his career, Carnegie wrote Public Speaking and Influencing Men in Business(1931), Which became a standard text.

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#### 书籍目录

HOW TO WIN FRIENDS AND INFLUENCE PEOPLE Eight Things This Book Will Help You Achieve Preface to Revised Edition How This Book Was Written--And Why By Dale Carnegie Nine Suggestions on How to Get the Most out of This Book Part One Fundamental Techniques in Handling People Want to Gather Honey, Don't Kick over the Beehive" 2 The Big Secret of Dealing with People 3 "He Who Can Do This Has the Whole World with Him. He Who Cannot Walks a Lonely Way" 5 A Simple Way to Make Ways to Make People Like You 4 Do This and You'll Be Welcome Anywhere 6 If You Don't Do This, You Are Headed for Trouble 7 An Easy Way to a Good First Impression Become a Good Conversationalist 8 How to Interest People 9 How to Make People Like You Instantly Part Three How to Win People to Your Way of Thinking 10 You Can't Win an Argument Way of Making Enemies--And How to Avoid It 12 If You're Wrong, Admit It 13 A Drop of Honey 15 The Safety Valve in Handling Complaints 16 How to Get Co-operation 14 The Secret of Socrates 17 A Formula That Will Work Wonders for You 18 What Everybody Wants 19 An Appeal That 20 The Movies Do It. Tv Does It. Why Don't You Do It? 21 When Nothing Else Works, Try This Part Four Be a Leader: How to Change People without Giving Offense or Arousing Resentment If You Must Find Fault, This is the Way to Begin 23 How to Criticize--and Not Be Hated for It 24 Talk 26 Let the Other about Your Own Mistakes First 25 No One Likes to Take Orders 33 Do This and You'll Be Looking up the Time-Tables to Reno 34 A Quick Way to Make Everybody Happy 35 Thev Mean so Much to a Woman 36 If You Want to Be Happy, Don't Neglect This One 37 Don't Be a "Marriage Illiterate" HOW TO STOP WORRYING AND START LIVING Preface How This Book Was Written--and Why Part One Fundamental Facts You Should Know about Worry 1 Live in "Day-tight 2 A Magic Formula for Solving Worry Situations 3 What Worry May Do to You Part Compartments" 4 How to Analyse and Solve Worry Problems Two Basic Techniques in Analysing Worry Eliminate Fifty Per Cent of Your Business Worries Part Three How to Break the Worry Habit Before It Breaks You 7 Don't Let the Beetles Get You Down 6 How to Crowd Worry out of Your Mind 8 A Law That 9 Cooperate with the Inevitable 10 Put a "Stop-Loss" Order on Your Will Outlaw Many of Your Worries 11 Don't Try to Saw Sawdust Part Four Seven Ways to Cultivate A Mental Attitude That Will Bring Worries You Peace and Happiness 12 Eight Words That Can Transform Your Life 13 The High Cost of Getting 14 If You Do This, You Will Never Worry About Ingratitude 15 Would You Take a Million Dollars for What You Have? 16 Find Yourself and Be Yourself: Remember There Is No One Else on Earth 17 If You Have a Lemon, Make a Lemonade 18 How to Cure Melancholy in Fourteen Days Part Five The Golden Rule for Conquering Worry 19 How My Mother and Part Eight How to Find the Kind of Work in Which You May Be Happy and Successful 29 The Major Decision of Your Life Part Nine How to Lessen Your Financial Worries 30 Seventy Per Cent of All Our Worries Part Ten "How I Conquered Worry"--32 True Stories THE QUICK AND EASY WAY TO EFFECTIVE SPEAKING Introduction Part One Fundamentals of Effective Speaking 1 Acquiring the Basic Skills 3 Speaking Effectively the Quick and Easy Way Part Two Speech, Speaker, and Developing Confidence 4 Earning the Right to Talk 5 Vitalizing the Talk 6 Sharing the Talk with the Audience Audience 7 Making the Short Talk to Get Action Part Three The Purpose of Prepared and Impromptu Talks Making the Talk to Inform 9 Making the Talk to Convince 10 Making Impromptu Talks Part Four The Art of Communicating 11 Delivering the Talk Part Five The Challenge of Effective Speaking 12 Introducing Speakers, Presenting and Accepting Awards 13 Organizing the Longer Talk 14 Applying What You Have Learned

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## 编辑推荐

《卡耐基经典(英文原版)》包括卡耐基所著的人性的弱点、人性的优点、语言的突破三部英文原版著作。

《卡耐基经典(英文原版)》内容丰富,值得一看。

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