

Develop your Presentation Skills (Series: Creating Success)

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Reviews

This pdf might be well worth a study, and a lot better than other. It really is simplistic but excitement inside the fifty percent in the book. Its been printed in an exceedingly straightforward way which is just after i finished reading this ebook through which really modified me, modify the way i believe. (Derick Brekke)

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DEVELOP YOUR PRESENTATION SKILLS (SERIES: CREATING SUCCESS)



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Kogan Page Limited/Viva Books, 2011. Softcover. Book Condition: New. First edition. An excellent presentation has never been more important. At work we are constantly aware of the need to keep customers on board, persuade staff or influence peers. Develop Your Presentation Skills takes a one-step-at-a-time approach to developing a belting presentation, from unpicking the original brief, understanding just what an audience wants and constructing compelling content that will keep them rapt with attention. With anecdotes and expert input to help you avoid disaster, Develop Your Presentation Skills covers all the essentials necessary to make a good presentation, including: . advice on how to build confidence . how to handle the audience . tips on maximizing room layout . visual aids . disaster recovery methods Together with exercises, case studies and top tips, Develop Your Presentation Skills is essential reading for anyone who wants to exude confidence and nail that presentation. Contents: Introduction ? What?s your motivation? ? Personal goal setting ? The presenter?s alter ego ? Who are you? ? Main elements of character ? Summary ? Where do you begin? ? Different types of presentation ? Desperately seeking speaking ? Summary ? What on earth are you going to say? ? Start with the audience ? Develop templates ? Topicality ? Active research and statistical information ? Individuality ? Using quotations ? Summary ? It?s time to write. now! ? The big script ? Write it, learn it ? Notes and nudges ? Writing with powerpoint ? The five stel to good writing ? Summary ? The power of storytelling ? True or false? ? Collecting stories ? How to tell a story ? Summary ? Using humour ? Appropriateness ? Are you funny? ? Planned versus off the cuff ? What to expect...

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