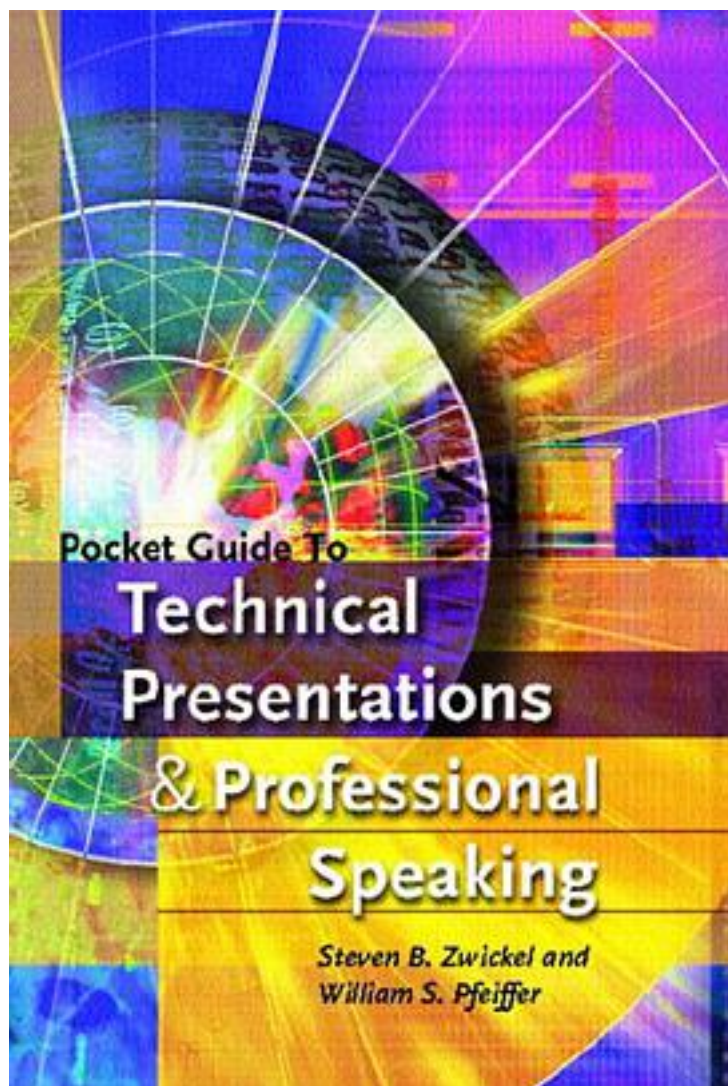# Pocket Guide to Technical Presentations and Professional Speaking

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For courses offered in technical fields that focus on developing presentation skills; sometimes called Technical Presentations, Oral Presentations, or Public Speaking. This Pocket Guide presents clear practical guidelines on how to prepare and deliver all types of professional presentations. Topics covered include how to research your audience and topic, organize informative, persuasive, and occasional speeches, make and use quality graphics to enhance a presentation, deliver a speech with energy, enthusiasm, and clarity, and overcome nervousness. It is packed with information to help you craft and deliver a variety of different types of presentations, run more effective meetings, conduct more effective training sessions, and do better in job interviews.

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