Successfull Presentation Skills
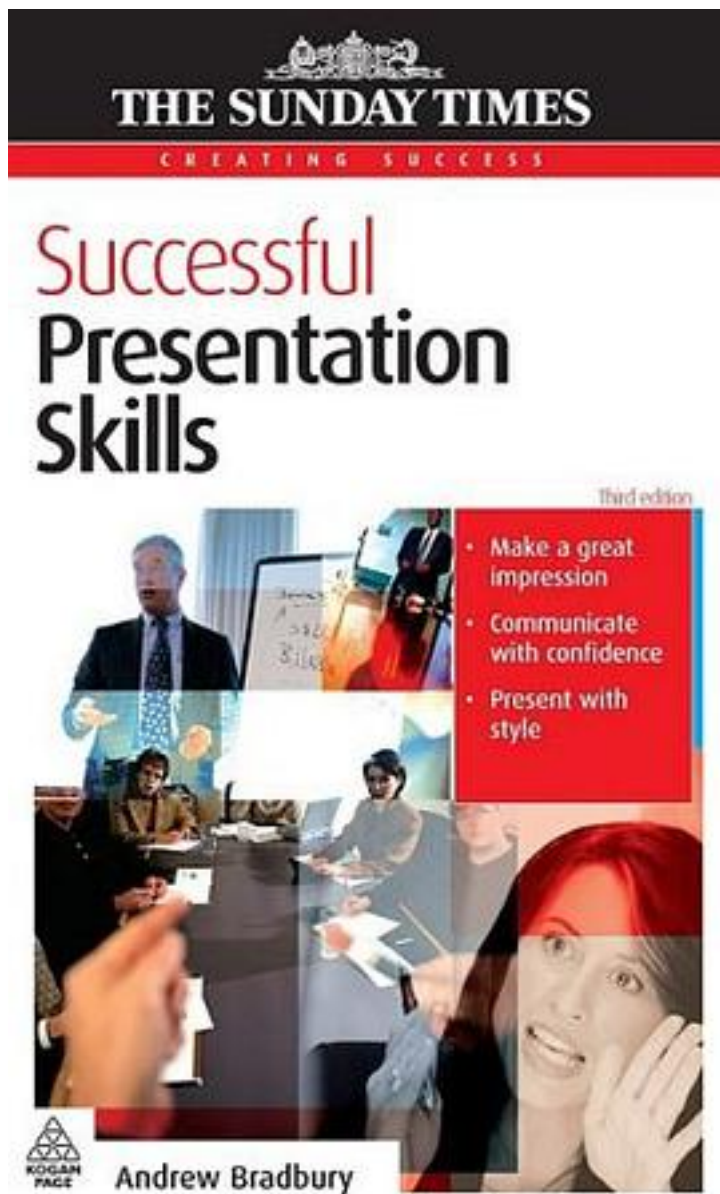
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Effective communication is essential for business success. From training new employees to building a rapport with potential clients, the ability to deliver information, whilst achieving maximum impact, is a skill that all business people need, yet many find difficult to master. This fully revised edition continues to provide practical advice, addressing the common problems people face when making a presentation. Ideal for the inexperienced speaker or anyone wanting to improve their communication skills, "Successful Presentation Skills" includes tips on how to: overcome nerves; be concise; understand body language; and, use visual aids effectively. Now in its third edition, it includes up-to-date information and tips to achieve a first-class presentation, including advice on structuring a presentation and the advantages of using powerpoint technology. This is an indispensable guide to communicating with confidence.

作者介绍:

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