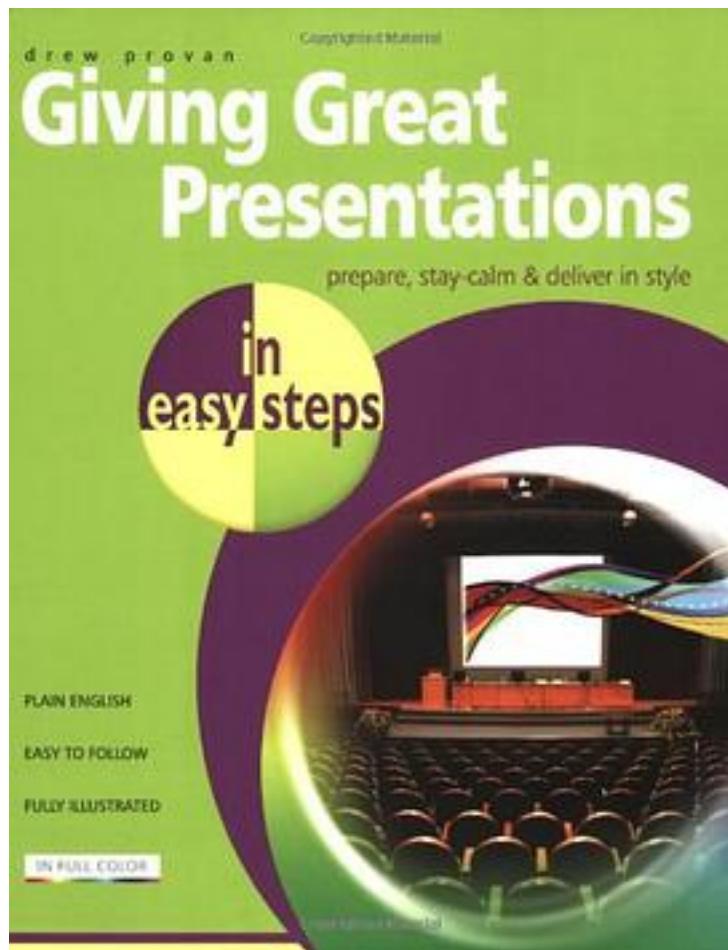


Giving Great Presentations in Easy Steps



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著者:Provan, Drew

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Whether it's in a one-on-one meeting with the boss or at an international conference to an audience of thousands, presenting information is an integral part of modern working life. And since few businesses offer any training in presentation skills, nearly

everyone dreads these occasions: even the most confident can give mediocre talks simply through stage fright and poor preparation. This in-depth, easy-to-follow guide offers a thorough grounding in the art of public speaking and presentation. Emphasizing the importance of proper preparation, it walks readers step by step through every stage developing a key message, designing effective slides and audiovisual aids, dealing with anxiety, appropriate dress, achieving good delivery, and dealing with questions from the floor. Written in clear, jargon-free English, this practical guide aids those wishing to hone their speaking skills as well as those gearing up for their first talk.

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