



Pocket Guide to Technical Presentations and Professional Speaking

By Steven Bernard Zwickel, William Sanborn Pfeiffer

Pearson Education, 2006. Softcover. Book Condition: New. First edition. 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. Printed Pages: 272.

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