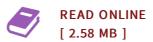




Pocket Guide to Technical Presentations and Professional Speaking

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.



Reviews

Most of these publication is the perfect ebook accessible. It is amongst the most awesome publication i have got read through. You wont truly feel monotony at whenever you want of the time (that's what catalogs are for regarding in the event you request me).

-- Prof. Edgar Kshlerin

It is easy in study safer to comprehend. It can be writter in basic phrases and never confusing. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- Emmitt Harber