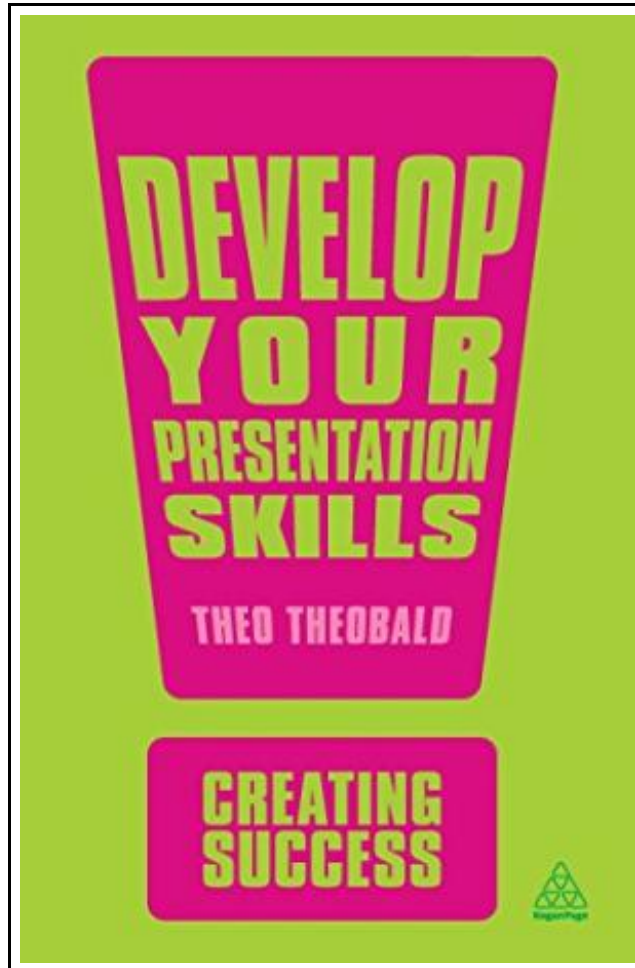


## Develop Your Presentation Skills



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Kogan Page Limited/Viva Books, 2013. Softcover. Book Condition: New. 2nd edition. Going beyond handling nerves and presenting PowerPoint slides, *Develop Your Presentation Skills*, 2nd edition, provides you with a practical toolkit for developing a belting presentation and improving your confidence along the way. Step-by-step advice includes help with: ? unpicking the original brief ? handling the audience ? maximizing room layout ? disaster recovery methods ? rehearsal techniques ? finding your voice Complete with anecdotes and expert input to help you avoid disaster, this new edition includes two brand new chapters, helping you to deliver a presentation "stripped bare" and use new media to enhance engagement. *Develop Your Presentation Skills* will help you understand just what your audience wants and construct compelling content that will keep them rapt with attention. Contents: Introduction Chapter 1: What's your motivation? ? Personal goal setting ? The presenter's alter-ego ? Who are you? ? Main elements of character ? Summary Chapter 2: Where do you begin? ? Different types of presentation ? Desperately seeking speaking ? Summary Chapter 3: What on earth are you going to say? ? Start with the audience ? Develop templates ? Topicality ? Active research and statistical information ? Individuality ? Using quotations ? Summary Chapter 4: It's time to write . now! ? The big script ? Write it, learn it ? Notes and nudges ? Writing with PowerPoint ? The five steps to good writing ? Summary Chapter 5: The power of storytelling ? The benefits of storytelling ? True or false? ? Collecting stories ? How to tell a story ? Summary Chapter 6: Using humour ? Appropriateness ? Are you funny? ? Planned versus off the cuff ? What to expect when you deliver a funny line ? Jokes versus anecdotes ? What to do...



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