

# Public Speaking And Presentations For Dummies

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a practical readable guide to delivering superior presentations speakers bear the responsibility for communicating effectively with their audience presenting a clear message supporting it with well structured explanations and examples and delivering it with ease grace and good visuals unfortunately this rarely happens as anyone who has endured a substandard presentation knows only too well the key for developing sound presentation skills need not however remain hidden the short road to great presentations demystifies the art of public speaking as it shows you how to master the critical principles to make this skill an invaluable asset of your life and career drawing on twenty years of experience in helping engineers scientists and business people develop powerful communication skills perc communications founders peter and cheryl reimold present an easy to follow program for crafting winning presentations they focus on two principles 1 find a message that is clearly meaningful and accessible to your audience and 2 connect strongly with your audience throughout your presentation in applying these principles to a series of step by step preparations and on stage actions the authors help speakers focus on their most vital content strengthen their structure and delivery and perhaps most importantly eliminate stress and

aggravation chapter topics in this reader friendly guide include structuring your message for maximum effect preparing effective visuals understanding and using body language and eye contact handling tough questions and surprises making smart use of slide shows and presentation software conducting presentations and meetings timeless speaking tips are combined with up to date primers on the latest technology throughout the short road to great presentations is a one stop resource for learning and practicing superior professional communication an instructor support ftp site is available from the wiley editorial department ftp ftp ieee org uploads press reimold

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academic presenting and presentations is a new university level training course suitable for all students who have to give presentations during their studies or in their later careers the course is designed for a global audience and can be used in a wide range of contexts the instructional and practice material included not only helps students to develop their presentation skills but also provides insights into key topics of interest such as research methods and the dangers of plagiarism in addition to covering specific aspects of english as the language of presentation in an international environment this learning program emphasises higher level task achievement since experience shows that this is the area most students find especially difficult each unit of the course focuses on a different presentation genre building students awareness of how to present effectively whilst at the same time focusing attention on the specific requirements of addressing an audience in an academic context

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