

Presentations - Gary R. McClain

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Presentations, Second Edition takes the anxiety out of creating dynamic presentations with a commonsense, step-by-step plan for success. The book starts you off on the right foot by introducing the critical but often overlooked basics of preparation, including how to: Assess the purpose of the presentation; Understand the audience; Organize the topic for maximum effect; Choose the best type of presentation. With these essential concepts mastered, you learn how to prepare both the presentation and yourself. This book discusses rehearsals, checklists, and handling challenges-and even the post-presentation evaluation-in a clear and upbeat manner. Presentations is up-to-the-minute with the latest technologies and techniques such as video and computer conferencing, and Web site production so that you can choose the best medium and application for your presentation. A list of resources is included for further reading. Author: McClain, Gary R. Publisher: Adams Media Illustration: N Language: ENG Title: Presentations Pages: 00224 (Encrypted PDF) On Sale: 2010-10-30 SKU-13/ISBN: 9781598691535 Category: Business & Economics : Business Communication - Meetings & P

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