

1. Record Nr.	UNINA9910449986003321
Autore	Mandel Steve
Titolo	Technical presentation skills [[electronic resource] /] / Steve Mandel
Pubbl/distr/stampa	Menlo Park, Calif., : Crisp Publications, c1994
ISBN	1-4175-2483-9
Edizione	[Rev. ed.]
Descrizione fisica	1 online resource (110 p.)
Collana	Fifty-Minute series
Disciplina	0
Soggetti	Communication of technical information Lectures and lecturing Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	"A practical guide for better speaking"--Cover.
Nota di contenuto	""TITLE""; ""COPYRIGHT""; ""PREFACE""; ""DEDICATION""; ""TO THE READER""; ""CONTENTS""; ""PART I ASSESSING YOUR SKILLS""; ""EVALUATE YOURSELF""; ""PRESENT PRESENTATION SKILLS SELF-EVALUATION""; ""SET SOME GOALS""; ""WHAT GOALS DO YOU WANT TO ACHIEVE?""; ""DEALING WITH ANXIETY""; ""TIPS FOR REDUCING ANXIETY""; ""1. ORGANIZE""; ""2. VISUALIZE""; ""3. PRACTICE""; ""4. BREATHE""; ""5. FOCUS ON RELAXING""; ""6. RELEASE TENSION""; ""7. MOVE""; ""8. EYE CONTACT WITH THE AUDIENCE""; ""SECTION REVIEWa?DEALING WITH ANXIETY CHECKLIST""; ""PART II PLANNING YOUR PRESENTATION""; ""PERSONAL APPEARANCE"" ""Personal Appearance in a Presentation""""For Women""; ""For Men""; ""PLANNING YOUR PRESENTATION""; ""STEP 1a?Develop Objectives""; ""Using the P-I Diagram:""; ""ANALYZING YOUR AUDIENCE""; ""AUDIENCE ANALYSIS WORKSHEET""; ""ORGANIZING YOUR PRESENTATION""; ""ORGANIZING YOUR THOUGHTS""; ""STEP #1a?Brainstorm Main Ideas""; ""EXAMPLE""; ""STEP #2a?State the Subpoints""; ""STEP #3a?State the Benefits""; ""STEP #4a?Develop Handouts""; ""BEFORE THE PRESENTATION""; ""DURING THE PRESENTATION""; ""AT THE END OF THE PRESENTATION""; ""STEP #5a?Develop Visual Aids"" ""STEP #6a?Main Idea Preview/Review Sentence""""STEP #7a?Develop the Introduction""; ""Introductions consist of two major functions:""; ""Technical Backgrounda?""; ""Anecdotea?""; ""Humora?""; ""Involving Questiona?""; ""Rhetorical Questiona?""; ""Shocking Statementa?"";

""Quotations"; ""STEP #8a€?Develop the Conclusion"; ""PLANNING AND ORGANIZING YOUR PRESENTATION REVIEW CHECKLIST"; ""PART III VISUAL AIDS"; ""DEVELOPING AND USING VISUAL AIDS"; ""PLANNING YOUR VISUAL AIDS"; ""Revelation vs Overlaya€?""; ""INFORMATION CONTENT GUIDELINES FOR NUMBER CHARTS""
""INFORMATION CONTENT GUIDELINES FOR WORD CHARTS""""GRAPH AND CHART SELECTION""; ""USE THIS MATRIX TO PICK THE PROPER GRAPH""; ""TO REVIEW:""; ""Developing Titles for Your Visual Aids"";
""COLOR IN VISUAL AIDS""; ""USING VISUAL AIDS IN YOUR PRESENTATION""; ""Case Study""; ""Case Study""; ""DIRECTING YOUR AUDIENCEa€?S FOCUS""; ""Placement of Equipment""; ""Where and How to Stand""; ""SECTION REVIEW: DEVELOPING AND USING VISUALS AIDS"";
""PART IV NEW TECHNOLOGY FOR PRESENTATIONS""; ""NEW TECHNOLOGY FOR PRESENTATIONS""; ""Hardware""; ""Software"";
""TELEPHONE AND VIDEOCONFERENCING""
""Recognize the Advantages and Disadvantages""""What are the disadvantages?""; ""What are the advantages?""; ""Get Ready, Get Set, Go!""; ""PART V PREPARING YOUR PRESENTATION""; ""HOW TO PRACTICE YOUR PRESENTATION""; ""CONTROLLING THE PRESENTATION ENVIRONMENT""; ""WHEN YOU CANa€?T PRACTICE YOUR PRESENTATIONa€?SUCCESSFUL IMPROMPTU SPEAKING""; ""SECTION REVIEWa€?PREPARE FOR YOUR PRESENTATION""; ""PART VI DELIVERING THE PRESENTATION""; ""HOW TO DELIVER YOUR PRESENTATION"";
""DELIVERING THE PRESENTATION""; ""Deliver Your Presentation in the Following Sequence""; ""POSTURE""; ""MOVEMENT""
""SHOULDER ORIENTATION""

2. Record Nr.	UNINA9910150659503321
Autore	Pimsleur
Titolo	Pimsleur Chinese (Mandarin) Level 3 Lessons 1-5 : Learn to Speak and Understand Mandarin Chinese with Pimsleur Language Programs
Pubbl/distr/stampa	: Pimsleur (Simon & Schuster)
ISBN	1-4423-1642-X
Lingua di pubblicazione	Inglese
Formato	Musica
Livello bibliografico	Monografia
Sommario/riassunto	<p>The Pimsleur® Method: the easiest, fastest way to learn a new language. Completely portable, easily downloadable, and lots of fun. You'll be speaking and understanding in no time flat! Mandarin Chinese Phase 3, Units 15 build on material taught in prior units. Each lesson provides 30 minutes of spoken language practice, with an introductory conversation, and new vocabulary and structures. Detailed instructions enable you to understand and participate in the conversation. Each lesson contains practice for vocabulary introduced in previous lessons. The emphasis is on pronunciation and comprehension, and on learning to speak Mandarin Chinese.</p>