

1. Record Nr.	UNINA9910151597203321
Autore	Russell Lynn
Titolo	Guide to presentations // Lynn Russell, Mary Munter
Pubbl/distr/stampa	Harlow, England : , : Pearson, , [2014] Â©2014
ISBN	1-292-03477-7
Edizione	[Fourth edition, Pearson new international edition.]
Descrizione fisica	1 online resource (153 pages) : illustrations
Collana	Pearson Custom Library
Disciplina	658.452
Soggetti	Business presentations Business communication & presentation Business and Management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Cover -- Table of Contents -- 1. Analyze the Audience -- 2. Identify Your Intent -- 3. Craft the Content -- 4. Make the Most of the Message -- 5. Refine Your Nonverbal Delivery -- 6. Design Your Visuals -- Index.
Sommario/riassunto	For anyone who has to make presentations. A brief, professional, reader-friendly guide to creating effective presentations. Many people avoid giving presentations or simply suffer through them. Guide to Presentations, with its clear, concise, and practical information, helps readers understand how to prepare and practice in order to make presentations far less troubling.