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Autore	Ledden Emma
Titolo	The presentation book : how to create it, shape it and deliver it! // Emma Ledden
Pubbl/distr/stampa	Harlow, England : , : Pearson Education Limited, , [2017] Â©2017
ISBN	1-292-17199-5
Edizione	[Second Edition.]
Descrizione fisica	1 online resource (1 volume) : illustrations
Disciplina	658.452
Soggetti	Business presentations
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Revised edition of the author's The presentation book, 2013. Includes index.
Nota di contenuto	The presentation that tried to save lives -- The way we are presenting is not working -- Presentation 101 -- The six golden rules of audience focused presenting -- The communication factor -- The audience focused presenting way -- Delivering a great performance -- Presenting virtually -- Become a world class presenter -- Move the needle on your presentation skills.
Sommario/riassunto	Make the next presentation you do, the best you've ever done. The Presentation Book shows how you can easily put your nerves behind you and calmly and confidently deliver a clear, sharp and very influential presentation. With Emma Ledden's expert help, quick tips and proven three-step visual approach, you'll learn how to: Plan and prepare properly - learn the secrets of the great presenters and how you can use them too Profile your audience - quickly understand what your audience needs and exactly how to deliver it Shape your message - transform your raw data into three cleverly crafted points Design your slides - get the right visuals in the right place, at the right time Inform, inspire and entertain your audience and deliver your next presentation like a pro.