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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€?"";

""Quotationa€?""; ""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""
