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Titolo	The effective presentation [[electronic resource]] : talk your way to success // Asha Kaul
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ISBN	81-321-1976-2 1-282-15394-3 9786612153945 81-321-0265-7
Descrizione fisica	1 online resource (229 p.)
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Nota di contenuto	Cover; Contents; Preface; Acknowledgements; Introduction; Planning a Presentation; Structuring a Presentation; Creating Visual Aids (VAs); Delivering a Presentation; Situational Presentation; Glossary; Index; About the Author
Sommario/riassunto	Designed to respond to the growing needs of professionals and those in the academia, this book is a comprehensive, step-by-step guide to making effective presentations. Written in a clear, accessible style, the author provides a friendly approach to a process that is often a nerve-racking task for many. The author discusses how to plan presentations across disciplines, their delivery and aesthetics, and helpful tips throughout. With a multi-level focus, it also includes sections on: -choosing the right content and then sequencing it logically for maximum impact. -duration of the presentation