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Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Why do a presentation? -- What makes an effective presentation? -- Improving individual performance -- Presenting as part of a group -- Ten steps for preparing your presentation -- Understanding your audience -- Developing content and structure -- Creating audiovisual aids and handouts -- Using PowerPoint effectively -- Learning from presentations -- Delivering a presentation as part of an interview -- Presenting numbers effectively -- Copyright and plagiarism -- Presentation skills guidelines
Sommario/riassunto	Are you daunted by the prospect of doing a presentation? Or, just keen to improve your presentation skills? This book will give you a detailed guide to the preparation and delivery of both individual and group presentations. It will take you through all the practical stages necessary to complete a presentation and obtain excellent marks. Key features include: ""Real life examples illustrating effective presentation techniques ""Helpful tips and illustrations throughout ""A 10 step guide to preparing your presentation ""Tips on using powerp