

1. Record Nr.	UNINA9910813527403321
Autore	Kaul Asha
Titolo	The effective presentation : talk your way to success // Asha Kaul
Pubbl/distr/stampa	New Delhi ; ; Thousand Oaks, : Response Books, c2005
ISBN	81-321-1976-2 1-282-15394-3 9786612153945 81-321-0265-7
Descrizione fisica	1 online resource (229 p.)
Collana	Response Books
Disciplina	658.452
Soggetti	Business presentations Visual communication Oral communication
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
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