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Collana	Fifty-Minute series
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Soggetti	Communication of technical information Lectures and lecturing
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Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	"A practical guide for better speaking"--Cover.
Nota di contenuto	<p> ""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 </p>

AND ORGANIZING YOUR PRESENTATION REVIEW CHECKLIST"; "PART III VISUAL AIDS"; "DEVELOPING AND USING VISUAL AIDS"; "PLANNING YOUR VISUAL AIDS"; "Revelation vs Overlay"; "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 AUDIENCE'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 CAN'T PRACTICE YOUR PRESENTATION" "SUCCESSFUL IMPROMPTU SPEAKING"; "SECTION REVIEW" "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"

Sommario/riassunto

Though written specifically for technical presenters who want to enhance their basic speaking skills, this is the ideal book for anyone who has to convey complex technical information in an accurate, logical, interesting, and effective manner.
