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Nota di bibliografia	Includes bibliographical references.
Nota di contenuto	Contents; Acknowledgements; Introduction; Why Give a Presentation At All?; Setting Expectations; Researching Your Audience; Audience Behaviours; How People Remember, What They Forget; Selecting Your Subject and Organizing Your Information; Writing the Script; Visuals; Staging the Presentation; Voice and Performance Skills; Nerves and Body Language; Using Microphones and Autocues; Rehearsals; Equipment and Visuals; The Question-and-Answer Session; Delivering the Presentation; Technical Presentations and Demonstrations; Controlling the Audience; Handling the Media; Training People to Give Presentations The Role of the Master of Ceremonies Following Up the Presentation; Alternatives to Presentations; Handling Disasters; Appendix: Templates, Checklists and Reminders; Index;
Sommario/riassunto	The Complete Presentation Skills Handbook will ensure you are prepared for and confident about giving presentations this book is an authoritative and straightforward guide to giving the right presentation to your audience Making sure your presentation fits your audience means you can render your presentations short and effective, saving

you and your audience both time and money
