

1. Record Nr.	UNISALENTO991000890339707536
Autore	Lai, Giampaolo
Titolo	Due errori di Freud / Giampaolo Lai
Pubbl/distr/stampa	Torino : Boringhieri, [1979]
Descrizione fisica	160 p. ; 22 cm
Collana	Saggi
Disciplina	150.195
Soggetti	Psicanalisi
Lingua di pubblicazione	Italiano
Formato	Materiale a stampa
Livello bibliografico	Monografia
2. Record Nr.	UNISA996339134603316
Autore	Siddons Suzy
Titolo	The complete presentation skills handbook : how to understand and reach your audience for maximum impact and success / / Suzy Siddons
Pubbl/distr/stampa	London ; ; Philadelphia, PA, : Kogan Page, 2008 London, England : , : Kogan Page, , 2008
ISBN	1-281-22889-3 9786611228897 0-7494-5368-0
Descrizione fisica	1 online resource (vi, 223 pages) : illustrations
Collana	Gale eBooks
Disciplina	658.452 808.5/1
Soggetti	Public speaking Business presentations
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
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;

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## 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

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