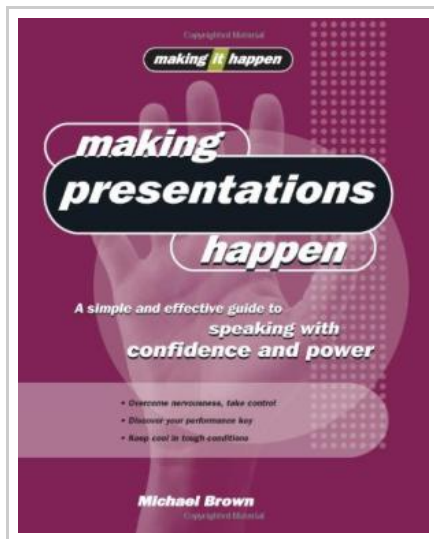




Making Presentations Happen: A simple and effective guide to speaking with confidence and power (Series: Making it Happen)

By Michael Brown

Allen & Unwin/Viva Books, 2008. Softcover. Book Condition: New. First edition. How to utilise your nervous energy to speak in public with confidence and authority! Public speaking is public fear number one! That's what survey after survey tells us. As every ambitious professional knows, speaking in public is now arguably the most vital of all professional skills. The days of issuing memos from behind the closed office door are long gone. And yet, to most, speaking to a live audience is also the most daunting of all tasks. Whether we are persuading staff, presenting a seminar, facilitating a meeting or farewelling a colleague, most of us approach any sort of presentation with nerve-racking dread. In Making Presentations Happen, Michael Brown provides an easy, straightforward set of steps to help you overcome your fear of speaking in public and allow you to present information clearly and confidently. This very practical guide will help you to uncover the secrets of successful presentations including: The best preparation tips. ? How to overcome nervousness. ? How to develop rapport, even with the most difficult and challenging audience. ? The most effective methods of persuading and convincing an audience. ? Using audio-visuals with impact (without..



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