A Complete Guide to Public Speaking 2nd Edition: Skills Software Tools for Business / Technical Presentations

By Joe Grippo

Outskirts Press, United States, 2014. Paperback. Book Condition: New. 224 x 150 mm. Language: English . Brand New Book ***** Print on Demand *****.This is the 2nd Edition of this book. The first, published in 2009, won a Readers Favorite Silver Medal for Non-Fiction. Since then many new software tools for enhancing presentation visual aids have been introduced and are discussed herein. Regardless of your profession, e.g., business, science, engineering or government, communicating in front of others is useful and becomes even more of a necessity as one progresses in an organization. Many topics are presented herein such as: Ancient human versions of Facebook and Twitter, the Evolution of Verbal Written Communication, Factors to Consider Before Designing a Presentation, Winning Over an Audience, Opening Closing Techniques, Developing Each Part of Your Speech, Taking the Terror out of Public Speaking, Deadly Mistakes to Avoid, Pros Cons of Using Visual Aids, How to Avoid Brain Death When Speaking and much more. Many vital speaking tips are also presented such as: the use of humor; awareness of the role your eyes and gestures play; verbal body language; strong words to use weak words to avoid; speaking speed pauses; strategies for handling hostile questions...

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Reviews

A fresh e book with a brand new point of view. It is definitely simplistic but surprises in the fifty percent of your ebook. Its been designed in an extremely basic way and is particularly just soon after i finished reading this ebook where in fact altered me, change the way i really believe.
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