



The Effective Presentation: Talk Your Way To Success (Response Books)

Asha Kaul

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Designed to respond to the growing needs of professionals and those in the academia, this book is a comprehensive, step-by-step guide to making effective presentations. Written in a clear, accessible style, the author provides a friendly approach to a process that is often a nerve-wracking task for many. The author discusses how to plan presentations across disciplines, their delivery and aesthetics, and helpful tips throughout. With a multi-level focus, it also includes sections on:

- choosing the right content and then sequencing it logically for maximum impact
- duration of the presentation, ideal size of the audience and their level of understanding and knowledge base
- presentation delivery, styles of communication, writing tips and the use of PowerPoint and video conferencing
- audience interaction
- strategies to avoid common pitfalls

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