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to elicit more detail
about specific
issues Receiving
criticism without
defensiveness
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Important
Presentation Skills
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Success

22 Presentation
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1. Verbal

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Communication.

The ability to communicate in a clear, concise and concrete way in front of an audience is the... 2.

Delivery. Delivery is how you connect with your audience. It includes techniques such as body language and pauses... 3.

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You need to be clear about your audience and your message. Every presentation will be better if you have clearly considered the message that you want or need

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to convey, and how best to convey it to your audience.

These two pieces of information drive your style, structure, content, and use of visual aids.

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This book does a good job covering

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the many basics of making an effective presentation, including dealing with anxiety, personal appearance, planning and preparation.

However, it needs to be updated to reflect the many changes in

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presentation
technology (and
technology in
general) since
1993 that are
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presenter.

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Mandel. This book does a good job covering the many basics of making an effective presentation, including dealing with anxiety, personal appearance, planning and preparation. However, it needs to be updated to

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reflect the many changes in presentation technology (and technology in general) since 1993 that are available to the presenter.

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A good presentation should be concise and should be focused on the topic. It should not move off-track. A good presentation should have the potential to convey the required information. The fear should be transformed into

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positive energy during the presentation. Be calm and relaxed while giving a presentation.

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more effective?

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presenters around

the world, which

will help to take

your presentations

from merely 'good'

to 'great'. By

bringing together

advice from a wide

range of people,

the aim is to cover

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areas.

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techniques to
enable delegates
to present
professionally and
confidently, as well
as engage well
with the audience.

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