

# 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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