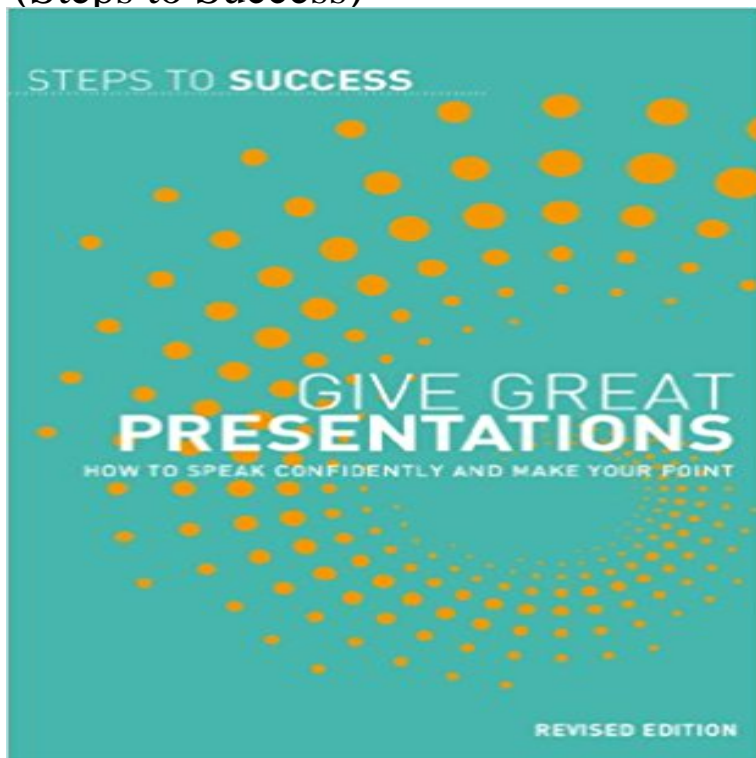


Give great presentations: How to speak confidently and make your point (Steps to Success)



Speaking in front of other people can be a real worry if you've not had a lot of practice. Even if you know your stuff, it can be hard to get everything together in time, look confident, speak clearly, and get your message across well. This practical book contains a self-assessment quiz, step-by-step guidance, top tips, common mistakes and advice on how to avoid them, summaries of key points, and lists of the best sources of further help. Fully revised and updated, with strategies to help you cope if things don't go to plan, and special sections on how to manage nerves and boost your message with your body language, Give great presentations is full of advice on how to prepare and deliver a knock-out speech.

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