

<<公众演讲技巧Public spea>>

图书基本信息

书名：<<公众演讲技巧Public speaking and presentations demystifie>>

13位ISBN编号：9780071601214

10位ISBN编号：007160121X

出版时间：2009-12

出版时间：Oversea Publishing House

作者：Templeton, Melody

页数：259

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

## <<公众演讲技巧Public spea>>

### 内容概要

This latest book in the Demystified series takes the confusion out of preparing for and delivering speeches and presentations. Public Speaking and Presentations Demystified walks you step-by-step through the fundamentals of the subject and provides you with techniques for effective speaking, avoiding common errors, and overcoming stage fright. With these skills, you will feel confident in business and social situations when you find yourself in the spotlight.

## 作者简介

Melody Templeton has served on the faculties of the Wharton MBA and Executive MBA programs. She has lead thousands of seminars with Fortune 500 companies, industry organizations, and college students.

书籍目录

Introduction  
PART ONE GETTING STARTED CHAPTER 1 What Do I Do First? CHAPTER 2 Audience Analysis CHAPTER 3 Finding Information to Support Your Ideas  
PART TWO PUTTING THE PIECES TOGETHER CHAPTER 4 Putting the Pieces in Order CHAPTER 5 Creating an Outline CHAPTER 6 Creating and Introduction CHAPTER 7 Building a Powerful Conclusion CHAPTER 8 Using Notes CHAPTER 9 Creating Great Slides  
PART THREE STAND AND DELIVER  
PART FOUR SPECIAL SITUATIONS

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>