

10 Minute Guide to Business Presentations



This guide gives you the tools you need to get your point across and keep the attention of your listeners when making a business presentation. It gives tips on producing well-targeted presentations, establishing your objectives, designing effective story boards and grids, using color graphics to help illustrate your points, and arranging the sequence of your presentation so that you don't lose the interest of your audience. It also suggests techniques for overcoming fear of public speaking and for handling unusual circumstances, like presenting via teleconferencing or conference calls.

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