



Public Speaking in a Week: Presentation Skills in Seven Simple Steps

By Matt Avery

Hodder & Stoughton General Division. Paperback. Book Condition: new. BRAND NEW, Public Speaking in a Week: Presentation Skills in Seven Simple Steps, Matt Avery, Sunday: Write a speech to which people will want to listen that is well-researched, uses stimulating content and is tailored to the needs of the audience Monday: Learn how to use effective speaking techniques such as projection, commanding the space and interaction with your audience Tuesday: Discover more advanced public speaking techniques such as using audio and visual aids, varying your pace, and adding tone and inflection Wednesday: Ensure you are fully prepared through memorizing key points and rehearsing with others Thursday: Control your nerves with relaxation techniques and confidence tricks of the trade Friday: Engage with your audience by keeping to your script, making eye contact and varying your delivery Saturday: Understand the common mistakes to avoid so that you won't lose your audience's attention.



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