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The Presentation Book The Craft of Scientific Presentations The Craft of Scientific Presentations Designing Science Presentations Designing Science Presentations Scientific Papers and Presentations Giving Academic Presentations 10 Steps to Successful Presentations, 2nd Edition Advanced Presentations by Design Present Yourself Level 2 Student's Book Presentation Zen The Presentation Book, 2/E English for Presentations at International Conferences Say It with Presentations, Second Edition, Revised & Expanded Value Pack Writing for Science and Engineering Presentation Skills For Managers Present Yourself Level 1 Student's Book Presentation Planning - Second Edition - a practical guide to planning and preparing good presentations fast and making them effective Presentation Skills for Scientists Sell More Through Effective Technical Presentations, 2nd Edition The Power Presenter Interior Design Visual Presentation Preparing Scientific Illustrations The Non-designer's Presentation Book 10 Steps to Successful Presentations, 2nd Edition Creative Fashion Presentations 2nd edition Slide:ology Effective Writing in Psychology English for Presentations at International Conferences Google Drive and Docs in 30 Minutes (2nd Edition) Dazzle 'Em With Style Successful Presentation Skills Presentation Zen Design Speaking Persuasively A Complete Guide to Public Speaking 2nd Edition Psychiatric Presentations in General Practice Presentations in Everday Life Plus Media Guide 2nd Edition Plus Andrews Video Toolbox Cd The Effective Presentation Scientific Papers and Presentations

This is the 2nd Edition of this book. The first, published in 2009, won a Readers Favorite Silver Medal for Non-Fiction. Since then many new software tools for enhancing presentation visual aids have been introduced and are discussed herein. Regardless of your profession, e.g., business, science, engineering or government, communicating in front of others is useful and becomes even more of a necessity as one progresses in an organization. Many topics are presented herein such as: Ancient human versions of Facebook and Twitter, the Evolution of Verbal & Written Communication, Factors to Consider Before Designing a Presentation, Winning Over an Audience, Opening & Closing Techniques, Developing Each Part of Your Speech, Taking the Terror out of Public Speaking, Deadly Mistakes to Avoid, Pros & Cons of Using Visual Aids, How to Avoid "Brain Death" When Speaking and much more. Many vital speaking tips are also presented such as: the use of humor; awareness of the role your eyes and gestures play; verbal & body language; strong words to use & weak words to avoid; speaking speed & pauses; strategies for handling hostile questions & audience members; "security blankets" to avoid and even tips for making a presentation to your boss and management. On-the-job presentations are emphasized such as those within corporations and other organizational entities, business and technical conferences, symposia and scientific poster sessions. The public speaking strategies and tips are described in a straightforward and easy-to-follow manner. The author uses his extensive education, 35 years of management consulting and executive management experience, as well as research on public speaking to present a useful guide for presentations in any setting. As William Hewlett, Co-founder of the Hewlett Packard Corporation said: "How can I trust someone to manage multi-million dollar projects if he or she can't manage a half-hour speech?" Learn and practice invaluable presentation techniques with this fully rewritten go-to guide McGraw-Hill's successful Briefcase Books Series is filled with strategies and advice to help you become a more capable, efficient, and effective manager and a valuable member of any organization. Featuring eye-catching icons, checklists, and sidebars to guide you step-by-step through everyday workplace situations, these books are a go-to resource to help you brush up on your practical skills, and to learn new ones. Presentation Skills for Managers, 2nd edition, is a fully rewritten edition of this essential skill-builder, specifically crafted for today's busy manager looking to create compelling, persuasive presentations, utilizing both modern technology and time-tested methods to engage any audience. Using her unique background in both the business and acting worlds, author Kerri Garbis will provide you with brand new insights on: Effective performance Storytelling for audience engagement Acting techniques that help you create content Audience analysis criteria Overcoming common presentation obstacles The second edition of Effective Writing in Psychology helps users produce crisp scientific communication, form concise unambiguous arguments, and render technical information clear and comprehensible. The new edition incorporates the latest guidelines contained within the 6th edition of the APA Publication Manual. Clear guidelines on effective writing illustrate how to generate strong and compelling prose, even when the writing is not aimed at a research audience Incorporates changes to the guidelines contained in the 6th edition of the APA publication manual Includes material on how to adapt APA style for poster presentations using PowerPoint, and for oral presentations Contains a new section on using the Internet to present research papers and a new chapter on conducting a literature search, to guide students through databases, keywords, sources, and connections between articles Highlights methods for selecting a research topic and organizing papers Features a sample manuscript showing common deviations from correct APA style and a version demonstrating appropriate use of APA style Provides a concise, practical guide to preparing and delivering scientific presentations for busy scientists, with online media examples. Electronic publishing and electronic means of text and data presentation have changed enormously since the first edition of this book was published in 1997. The third edition of Scientific Papers and Presentations applies traditional principles to today's modern techniques and the changing needs of up-and-coming academia. Topics include designing visual aids, writing first drafts, reviewing and revising, communicating clearly and concisely, adhering to stylistic principles, presenting data in tables and figures, dealing with ethical and legal issues, and relating science to the lay audience. This successful legacy title is an essential guide to professional communication, provides a wealth of information and detail and is a useful guide. Covers all aspects of communication for early scientists from research to thesis to presentations. Discusses how to use multi-media effectively in presentations and communication Includes an extensive appendices section with detailed examples for further guidance A good presentation involves effective communication and is essential for business success. This guide addresses the common problems people face-- overcoming nerves, handling visual aids, and shaping the presentation itself. Revised edition of the author's The presentation book, 2013. Good presentation skills are key to a successful career in academia. This guide provides examples taken from real presentations given both by native and non-native academics covering a wide variety of disciplines. The easy-to-follow guidelines and tips will teach you how to: plan, prepare and practice a well-organized, interesting presentation avoid errors in English by using short easy-to-say sentences improve your English pronunciation and intonation gain confidence, and overcome nerves and embarrassment highlight the essential points you want your audience to remember attract and retain audience attention deal with questions from the audience This new edition contains several additional features, including stimulating factoids and discussion points both for self-study and in-class use. New chapters also cover: learning from talks on TED networking with potential

collaborators, professors, fellow researchers interacting successfully with non-native audiences posters EAP teachers will find this book to be a great source of tips for training students, and for preparing both instructive and entertaining lessons. Other books in the series cover: writing research papers; English grammar, usage, and style; academic correspondence; interacting on campus; plus exercises books and a teacher's guide. Please visit http://www.springer.com/series/13913 for a full list of titles in the series. Adrian Wallwork is the author of more than 30 ELT and EAP textbooks. He has trained several thousand PhD students and academics from 35 countries to write research papers, prepare presentations, and communicate with editors, referees and fellow researchers. This timely and hugely practical work provides a score of examples from contemporary and historical scientific presentations to show clearly what makes an oral presentation effective. It considers presentations made to persuade an audience to adopt some course of action (such as funding a proposal) as well as presentations made to communicate information, and it considers these from four perspectives: speech, structure, visual aids, and delivery. It also discusses computer-based projections and slide shows as well as overhead projections. In particular, it looks at ways of organizing graphics and text in projected images and of using layout and design to present the information efficiently and effectively. Resumen: Are you a post-graduate student in Engineering, Science or Technology who needs to know how to: Prepare abstracts, theses and journal papers Present your work orally Present a progress report to your funding body Would you like some guidance aimed specifically at your subject area? ... This is the book for you; a practical guide to all aspects of post-graduate documentation for Engineering, Science and Technology students, which will prove indispensable to readers. Writing for Science and Engineering will prove invaluable in all areas of research and writing due its clear, concise style. The practical advice contained within the pages alongside numerous examples to aid learning will make the preparation of documentation much easier for all students. Overcome Your Fear of Presenting Are you afraid of public speaking? Do you feel anxious before presenting? Are you worried about making mistakes in front of others and being judged? If so, you are not alone—public speaking and presenting are among the things people fear the most. Conquer your phobia of public speaking with 10 Steps to Successful Presentations. In this second edition, the Association for Talent Development provides an updated 10-step guide to delivering first-rate presentations whether you have several months or just one day to prepare. Discover how to develop a dynamic, engaging presentation and deliver it flawlessly. Learn strategies to reduce stress and become a think-on-your-feet presenter. Master your openings and closings (including the question-and-answer session) and captivate your audience from start to finish. Updated tools offer guidance and reassurance along the way. New content covers: • leading virtual presentations • telling interesting stories and relatable examples • using mindfulness to recover in the moment • asking questions to involve the audience. Mastering the art of communicating scientific information is more critical than ever for a successful career in science and technology. Scientists today must be able to effectively convey sophisticated information to a broad audience that may include students, colleagues around the world, regulatory bodies, granting agencies, legislators, and the lay public. In this engaging and lively book, the author provides a step-by-step guide to the complete process of making a scientific presentation from preparation to delivery. It offers numerous examples highlighting what to follow and what to avoid. This revised edition covers the effective use of PowerPointTM and other computer-based presentation programs. It also includes a handy checklist, new illustrations, and tips on handling an audience in a foreign country. Make the next presentation you do, the best you've ever done. The Presentation Book shows how you can easily put your nerves behind you and calmly and confidently deliver a clear, sharp and very influential presentation. With Emma Ledden's expert help, quick tips and proven three-step visual approach, you'll learn how to: Plan and prepare properly – learn the secrets of the great presenters and how you can use them too Profile your audience – quickly understand what your audience needs and exactly how to deliver it Shape your message – transform your raw data into three cleverly crafted points Design your slides – get the right visuals in the right place, at the right time Inform, inspire and entertain your audience and deliver your next presentation like a pro. The new, updated edition of the successful book on interior design Interior Design Visual Presentation, Second Edition is fully revised to include the latest material on CAD, digital portfolios, resume preparation, and Web page design. It remains the only comprehensive guide to address the visual design and presentation needs of the interior designer, with coverage of design graphics, models, and presentation techniques in one complete volume. Approaches to the planning, layout, and design of interior spaces are presented through highly visual, step-by-step instructions, supplemented with more than forty pages of full-color illustrations, exercises at the end of each chapter, and dozens of new projects. With the serious designer in mind, it includes a diverse range of sample work, from student designers as well as well-known design firms such as Ellerbee and Beckett Architects and MS Architects. The first level of a two-level presentation skills course for young adult and adult learners of English. Whether youA're an engineer, a technical salesperson, or a marketing guru, giving presentations is a must to get support for your projects or proposals. This second edition of Sell More Through Effective Technical Presentations provides helpful tips and real-life examples on how to give effective technical presentations from a sales perspective. The ability to present well plays a major role in your success. This updated, easy-to-read guide provides new information on presentation materials, styles, and the use of technology, which will help you become a more competent speaker and let you face a crowd with confidence. The author includes his own humorous cartoons at the start of each chapter to help illustrate what you should or shouldnA't do when giving a presentation. In his internationally acclaimed, best-selling book Presentation Zen: Simple Ideas on Presentation Design and Delivery, presentation master Garr Reynolds gave readers the framework for planning, putting together, and delivering successful presentations. Now, he takes us further into the design realm and shows how we can apply time-honored design principles to presentation layouts. Throughout Presentation Zen Design, Garr shares his lessons on designing effective presentations that contain text, graphs, color, images, and video. After establishing guidelines for each of the various elements, he explains how to achieve an overall harmony and balance using the tenets of Zen simplicity. Not only will you discover how to design your slides for more professional-looking presentations, you'll learn to communicate more clearly and will accomplish the goal of making a stronger, more lasting connection with your audience. Overcome Your Fear of Presenting Are you afraid of public speaking? Do you feel anxious before presenting? Are you worried about making mistakes in front of others and being judged? If so, you are not alone-public speaking and presenting are among the things people fear the most. Conquer your phobia of public speaking with 10 Steps to Successful Presentations. In this second edition, the Association for Talent Development provides an updated 10-step guide to delivering first-rate presentations whether you have several months or just one day to prepare. Discover how to develop a dynamic, engaging presentation and deliver it flawlessly. Learn strategies to reduce stress and become a think-on-your-feet presenter. Master your openings and closings (including the question-and-answer session) and captivate your audience from start to finish. Updated tools offer guidance and reassurance along the way. New content covers: leading virtual presentations telling interesting stories and relatable examples using mindfulness to recover in the moment asking questions to involve the audience. For over 45 years, McKinsey & Company's Gene Zelazny has been showing McKinsey consultants and professionals around the world how to plan, design, and deliver effective business presentations_and how to improve and expand their repertoire of presentation_skills. Now in this revised and expanded edition of Say It With Presentations, Mr. Zelazny brings together his years of valuable communication experience to show managers_even those with little or no presentation experience_how to prepare winning presentations using his proven methodology and the full range of PowerPoint techniques. Written in a clear, highly engaging style, this essential business tool covers everything from defining the situation...to developing the right mix of visual aids to interest your audience without overpowering them. Say It With Presentations features a

wealth of practical information on: Selecting the best medium_traditional standup presentation, discussion meeting, video conference, or virtual presentation Designing your presentation_knowing what to put in and what to leave out Determining your message_how to make it clear, direct, and appropriate for the intended audience Writing the presentation_crafting the most effective story line, introduction, and ending Making the most of visuals_including computer-driven onscreen presentations with animation, scanned images, sound, video, and links Creating charts, text visuals, and storyboards_to produce the most attractive and convincing presentation Projecting confidence, conviction, and enthusiasm_to hold audience attention and generate interest in your ideas Rehearsing the presentation_to search out imperfections and make the event as compelling as possible Setting up facilities and equipment_to ensure that everything is working smoothly and geared for a first-rate presentation Applying your delivery skills_putting together all the oral, video, and audio effects and delivering them at the right pace Getting used to answering questions_by preparing for and anticipating post-presentation queries from the audience Filled with scores of helpful illustrations, this wide-ranging sourcebook also explains how to take humor seriously and incorporate it into a presentation...and how to use the "Audience Bill of Rights" to focus clearly on the needs of the audience. Comprehensive and completely up to date, the new edition of Say It With Presentations contains all the skills-building information, methods, tips, and pointers that business professionals need to win over clients and reap greater financial rewards. Designing Science Presentations: A Visual Guide to Figures, Papers, Slides, Posters, and More, Second Edition, guides scientists of any discipline in the design of compelling science communication. Most scientists never receive formal training in the design, delivery and evaluation of scientific communication, yet these skills are essential for publishing in high-quality journals, soliciting funding, attracting lab personnel, and advancing a career. This clear, readable volume fills that gap, providing visually intensive guidance at every step—from the construction of original figures to the presentation and delivery of those figures in papers, slideshows, posters and websites. The book provides pragmatic advice on the preparation and delivery of exceptional scientific presentations and demonstrates hundreds of visually striking presentation techniques. Features clear headings for each section, indicating its message with graphic illustrations Provides clear and concise explanations of design principles traditionally taught in design or visualization courses Includes examples of high-quality figures, page layouts, slides, posters and webpages to aid readers in creating their own presentations Includes numerous "before and after" examples to illustrate the contrast between poor and outstanding presentations Good presentation skills are key to a successful career in academia. This book is the first guide to giving presentations at international conferences specifically written for researchers of all disciplines whose first language is not English. With easy-to-follow rules and tips, and with examples taken from real presentations, you will learn how to: avoid errors in English by using short easy-to-say sentences improve your English pronunciation and intonation gain confidence, and overcome nerves and embarrassment plan, prepare and practice a well-organized, interesting presentation highlight the essential points you want your audience to remember deal with questions from the audience decide what to say at each stage of the presentation use standard phrases attract and retain audience attention Other books in the series: English for Writing Research Papers English for Academic Correspondence and Socializing English for Research: Usage, Style, and Grammar English for Academic Research: Grammar / Vocabulary / Writing Adrian Wallwork is the author of more than 20 ELT and EAP textbooks. He has trained several thousand PhD students and academics from 35 countries to prepare and give presentations. Since 1984 he has been revising research papers, and in 2009 he set up englishforacademics.com – a proofreading and editing service specifically for researchers. Designing Science Presentations: A Visual Guide to Figures, Papers, Slides, Posters, and More, Second Edition, guides scientists of any discipline in the design of compelling science communication. Most scientists never receive formal training in the design, delivery and evaluation of scientific communication, yet these skills are essential for publishing in high-quality journals, soliciting funding, attracting lab personnel, and advancing a career. This clear, readable volume fills that gap, providing visually intensive guidance at every step-from the construction of original figures to the presentation and delivery of those figures in papers, slideshows, posters and websites. The book provides pragmatic advice on the preparation and delivery of exceptional scientific presentations and demonstrates hundreds of visually striking presentation techniques. Features clear headings for each section, indicating its message with graphic illustrations Provides clear and concise explanations of design principles traditionally taught in design or visualization courses Includes examples of high-quality figures, page layouts, slides, posters and webpages to aid readers in creating their own presentations Includes numerous "before and after" examples to illustrate the contrast between poor and outstanding presentations Based on extensive research studies from the fields ofcommunication, marketing, psychology, multimedia, and law,Advanced Presentations by Design, Second Edition, providesfact-based answers to the most-often-asked questions aboutpresentation design. The book shows how to adapt your presentationto different audience personality preferences, what role your datashould play and how much of it you need, how to turn your data intoa story, and how to design persuasive yet comprehensible visuallayouts. The book's accessible 10-step Extreme PresentationTM method hasbeen field-tested in organizations such as Microsoft, ExxonMobil,HJ Heinz, PayPal, and the Executive Office of the President of theUnited States. Written from the perspective of a marketer andbusiness manager, this new edition offers practical, evidence-basedadvice for bringing focus to problems and overcoming challenges.The book offers practical guidelines for: Structuring Stories: The book presents the SCORE methodfor sequencing data (Situation, Complication, Resolution, Example)into a powerful story that grabs the audience's attention at thebeginning and holds it through to the end. Using Graphics: The author provides numerous examples ofcharts and other graphics, explaining which can help you bestpresent your data. Setting Goals for Presentations: The book reveals whyit's important to set measurable objectives for what you want youraudience to think and do differently after your presentation. This comprehensive resource offers a proven process for creatinga presentation that gets noticed and compels your audience to takeaction. Praise for Advanced Presentations by Design "Shocking but true: You don't have to be Steve Jobs to createpresentations that your audience will enjoy and that will also getyou results. Even for everyday presentations, I've found that Dr.Abela's unique approach helps you replace crushingly dull andoverlong presentations with fresh work your audience really caresabout and that you actually enjoy creating!" —Sanjay Acharya, Vice President, AkamaiTechnologies "Advanced Presentations by Design is the best researchedbook on presentation design that I've ever had the privilege ofreading. I recommend it for those of you who want the confidence ofknowing how best to plan and design successful presentations." —Gene Zelazny, author, Say It with Charts andSay It with Presentations "This book is essential for any executive who doesn't have timeto wade through sixty-page PowerPoint decks. You will want to makethis book required reading for all your staff." —Stew McHie, Global Brand Manager, ExxonMobil Medical schools currently use specialist perspectives on psychiatric disorders to train physicians, nurses and health professionals. This results in a lack confidence among non-psychiatric health professionals, which reduces their ability to manage common mental health conditions in primary care and secondary hospitals. This book is a practical guide to common mental health conditions encountered in general medical practice. This brand new edition of Creative Fashion Presentations provides an insider's look into how creative presentations impact the introduction or sale of fashion and other products at the trade and consumer levels. The entire spectrum of professionals who use creative presentations is covered, including fashion forecasters, fibre/fabric companies, promotion associations, designers, manufacturers, retailers and apparel marts. Forms of presentations discussed range from visual boards to couture and pret-a-porter fashion shows. Guerin's chapter on fashion show production is in effect a mini course on how to organise and develop themes and methods for trade or consumer shows. In The Power Presenter, Second Edition, top presentation

consultant Jerry Weissman teaches proven techniques, styles, and strategies that executive teams from 1,000+ companies have used to attract investors, sell products, propose partnerships, and seek approval for high-stakes projects. Students will follow a seven-step plan for crafting compelling stories, learn how to conquer a fear of public speaking and present naturally with force and conviction, speak with body language, get audiences to empathize, integrate visuals with your delivery, and much more. This guide is packed with proven techniques, practical tools, and case studies of famous power presenters--including many added for this edition. Learn to engage any audience from start to finish and deliver winning presentations when it counts most. Every graduate student, postdoc and scientist knows that images and illustrations can make or break their lecture, poster presentation, and journal or book article. Graphics software and laser printers have placed professional-quality graphics within the reach of everyone. But in the end, whether your audience sees clear, understandable images or not depends on whether you followed the principles presented here. Learn the strengths and weaknesses of different forms of visual presentations. Understand when to use a figure, and how much information can be represented in one. See examples of bad, good, and better graphs and tables. The author also presents information on presenting DNA sequences, protein structures, and other molecular graphics. ' Giving Academic Presentations provides guidance on academic-style presentations for advanced students. A goal of the text is to make presenters aware that giving an effective academic presentation requires mastery of a broad range of skills. Among the topics covered in the book are: analyses of speeches, examination of different major speech types, tips for improving non-verbal behaviour, suggestions for speaker-listener interaction; discussion of the importance of using evidence in academic speaking; definitions and discussion of fillers; advice on preparing PPT slides; practical advice on preparing and practicing speeches; and pronunciation work on pausing, stress, and intonation. Presents practical approaches for developing an effective presentation, covering such topics as creating diagrams, displaying data, arranging elements, creating movement, and interacting with slides. Provides information on creating an effective digital presentation, covering such topics as animation, plot, contrast, software, and handouts. 'Brilliant Presentation' reveals the secrets and tips for success from experienced and accomplished presenters. 'Brilliant Leader' provides the tools and techniques you need to lead a team that delivers results. The book provides a blueprint for current or potential managers aspiring to become successful leaders of people. A book written by someone with over 30 years of planning, preparing and delivering presentations to audiences of up to 1,000 people. He has trained hundreds of people to use the Method contained within the book which describes how to structure, plan and deliver presentations which are effective. Electronic publishing and electronic means of text and data presentation have changed enormously since the first edition was first published in 1997. This second edition applies traditional principles to today's, modern techniques. In addition to substantial changes on the poster presentations and visual aids chapters, the chapter on proposal writing discusses in more detail grant writing proposals. A new chapter has also been dedicated to international students studying in the United States. Selected Contents: -Searching and Reviewing Scientific Literature -The Graduate Thesis -Publishing in Scientific Journals -Reviewing and Revising -Titles and Abstracts -Ethical and Legal Issues -Scientific Presentations -Communication without words -The Oral Presentation -Poster Presentations FOREWORD BY GUY KAWASAKI Presentation designer and internationally acclaimed communications expert Garr Reynolds, creator of the most popular Web site on presentation design and delivery on the Net — presentationzen.com — shares his experience in a provocative mix of illumination, inspiration, education, and guidance that will change the way you think about making presentations with PowerPoint or Keynote. Presentation Zen challenges the conventional wisdom of making "slide presentations" in today's world and encourages you to think differently and more creatively about the preparation, design, and delivery of your presentations. Garr shares lessons and perspectives that draw upon practical advice from the fields of communication and business. Combining solid principles of design with the tenets of Zen simplicity, this book will help you along the path to simpler, more effective presentations. The second level of a two-level presentation skills course for young adult and adult learners of English. To succeed in business, your message must be heard, understood and remembered. This book, with its combination of practical tips and case studies from the experts, will help you to become a more powerful and persuasive speaker, whether pitching for business or presenting to the Board. As a consultant in speech training, I can recommend it unreservedly. Clare Willis, Senior Consultant, Speak First Training, London YOU CAN BECOME A CONFIDENT PUBLIC SPEAKER Speaking is one of the most powerful ways of influencing others at work and in life. And yet for many of us, speaking in front of large or small groups of people is one of our greatest fears. Speaking Persuasively shows you how to convert anxiety into effective communication. LEARN HOW TO GIVE DYNAMIC PRESENTATIONS AND SPEECHES Using real examples, Speaking Persuasively shows you how to hone your speaking skills in business and politics, in the classroom and in the community. It explains how to order your material, attract the audience's attention (and keep it), control your voice and adapt your techniques for different situations. It also includes practical advice on making a successful business pitch, communicating across cultures and handling the media. Speaking Persuasively is for anyone who wants to become a more persuasive and more impressive public speaker. Valuable information that will make the first-timer more comfortable and the gifted public speaker more persuasive. Shari Armistead, Senior Media Advisor to Queensland Minister for Education Strips away the mystery of the mass media performance. A useful guide for those on both sides of the microphone. Ellen Fanning, television and radio presenter 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 The Craft of Scientific Presentations, 2nd edition aims to strengthen you as a presenter of science and engineering. The book does so by identifying what makes excellent presenters such as Brian Cox, Jane Goodall, Richard Feynman, and Jill Bolte Taylor so strong. In addition, the book explains what causes so many scientific presentations to flounder. One of the most valuable contributions of this text is that it teaches the assertion-evidence approach to scientific presentations. Instead of building presentations, as most engineers and scientists do, on the weak foundation of topic phrases and bulleted lists, this assertion-evidence approach calls for building presentations on succinct message assertions supported by visual evidence. Unlike the commonly followed topic-subtopic approach that PowerPoint leads presenters to use, the assertion-evidence approach is solidly grounded in research. By showing the differences between strong and weak presentations, by identifying the errors that scientific presenters typically make, and by teaching a much more powerful approach for scientific presentations than what is commonly practiced, this book places you in a position to elevate your presentations to a high level. In essence, this book aims to have you not just succeed in your scientific presentations, but excel. About the Author Michael Alley has taught workshops on presentations to engineers and scientists on five continents, and has recently been invited to speak at the European Space Organization, Harvard Medical School, MIT, Sandia National Labs, Shanghai Jiao Tong University, Simula Research Laboratory, and United Technologies. An Associate Professor of engineering communication at Pennsylvania State University, Alley is a leading researcher on the effectiveness of different designs for presentation slides. Updated in 2018! The top-selling guide to Google's free online office suite is now available in a revised and expanded second edition. Thirty minutes

is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks: • Write letters and reports • Crunch numbers and create online data entry forms • Give presentations • Collaborate online with classmates and colleagues • Convert Microsoft Office documents to Google formats, and vice versa • Print documents, drawings, and spreadsheets • Export PDFs • Make pie charts, bar charts, and simple tables • Publish documents and spreadsheets online using the new Google Sites After covering registration, file creation and other basics, Google Drive and Docs In 30 Minutes (2nd Edition) zeroes in on the most important time-saving tips and productivity tools. Highlights include: • Converting files between Microsoft Office and Google formats. • Best practices for organizing files in Google Drive. • What to expect with collaboration and sharing. • The pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides. • Accessing older versions of files. • How to publish your documents to the Web for colleagues or members of the public to view. • Functions, sorting and filtering in Google Sheets (with examples). • Using Google Forms to gather data. • Google Slides: Is it a suitable alternative to Microsoft PowerPoint? • Working with offline files. • Downloading third-party apps. The tone of Google Drive and Docs In 30 Minutes is friendly and easy to understand, with lots of step-by-step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets. Google Drive and Docs In 30 Minutes, 2nd Edition is authored by Ian Lamont, an award-winning technology and business journalist. He has written several books in the "In 30 Minutes" series, including Dropbox In 30 Minutes, Twitter In 30 Minutes, and Excel Basics In 30 Minutes. Here's what readers are saying about Google Drive & Docs In 30 Minutes: "I am so glad this was made! I've been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration. It has become my go-to text book to help new users understand quickly. If you're new to Google Drive or Google Documents, this will help you. If you're experienced, and want something to help those who come to you with questions, this is a nice tool to help them remember what you show them. I highly recommend it." "I just got a new position that requires record keeping. Having used Google Docs in the past, I decided to update my knowledge. I googled "Docs for dummies" and this was one of the results. I liked the concept that the title implies - a concise guide that will distill what I need and allow me to complete a task quickly" "A clear and concise explanation of how to navigate your way through google docs." "Excellent introduction to Google drive. Well researched, easy to read, nicely organized."

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