



Public Speaking in an Instant: 60 Ways to Stand Up and Be Heard (In an Instant (Career Press))

Keith Bailey, Karen Leland

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Whether it's leading a brainstorming meeting for a staff of five or giving a keynote speech to an audience of 5000, public speaking with confidence and competency is an essential skill for success. Unfortunately, many people feel uncomfortable and even afraid when it comes to standing up and delivering a presentation. The popular comedian Jerry Seinfeld once joked that because Americans' fear of public speaking was on par with their fear of death, at a funeral most people would rather be in the casket than giving the eulogy.

Public Speaking In An Instant shows the reader how to make all their presentations professional, polished, and painless. The book provides time-proven techniques on writing an engaging presentation, developing an interactive style, reading and responding to an audience, and making the most of visual aids. Topics include:

- * Use body language to get your message across
- * High energy equals high impact
- * The power of silence
- * Focus on the message, not the slides
- * Be funny, not foolish
- * The key to spontaneity: preparation

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