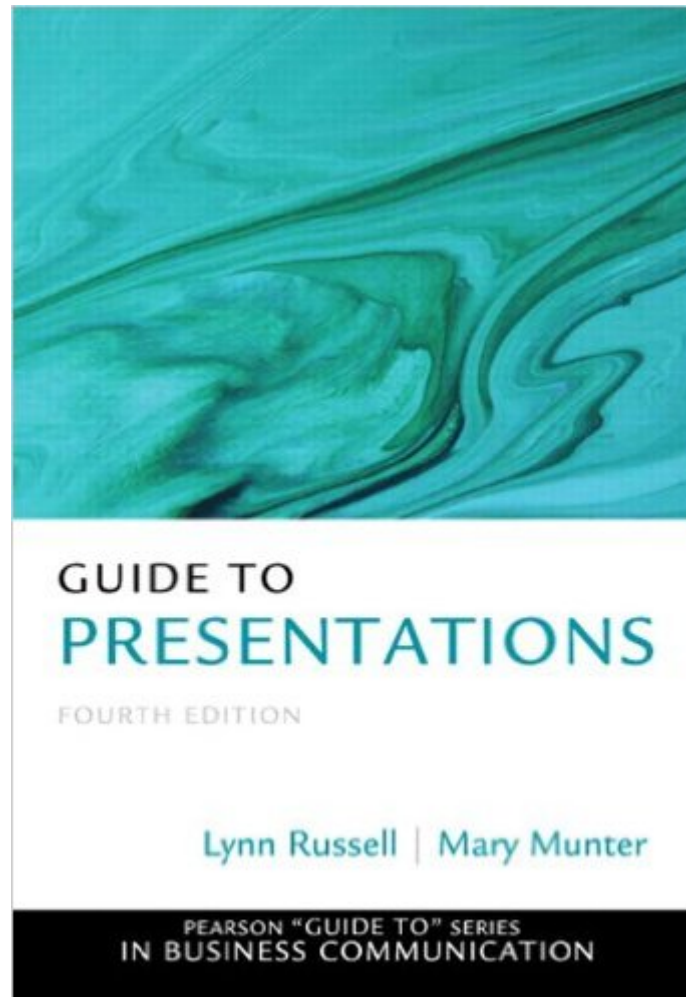


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# Guide To Presentations (4th Edition) (Pearson Guide To Series In Business Communication)



## Synopsis

Directed primarily toward college/university students, this text also provides practical content for anyone who has to make presentations. A brief, professional, reader-friendly guide to creating effective presentations. Many people avoid giving presentations or simply suffer through them. Guide to Presentations, with its clear, concise, and practical information, helps readers understand how to prepare and practice in order to make presentations far less troubling.

## Book Information

Series: Pearson Guide to Series in Business Communication

Paperback: 168 pages

Publisher: Pearson; 4 edition (January 18, 2013)

Language: English

ISBN-10: 0133058360

ISBN-13: 978-0133058369

Product Dimensions: 5.5 x 0.9 x 7.9 inches

Shipping Weight: 6.4 ounces (View shipping rates and policies)

Average Customer Review: 3.5 out of 5 stars [See all reviews](#) (15 customer reviews)

Best Sellers Rank: #118,845 in Books (See Top 100 in Books) #117 in [Books > Textbooks > Business & Finance > Business Communication](#) #161 in [Books > Business & Money > Skills > Running Meetings & Presentations](#) #660 in [Books > Business & Money > Skills > Communications](#)

## Customer Reviews

If you're still in college and you want to know how to create readable, clear, interesting presentations then this book is for you. It's also great to give someone on your team who may be trying to cram 8pt typeface onto all their PowerPoints. The best parts of the book describe how to lay out presentation slides for easy readability. However, if you've taken a Speech class, most of the "public speaking" sections of the book will not be news to you.

This book is broad yet concise, brings many valuable points, easy to read and well organized. I found it especially helpful when preparing for a presentation in a work environment, but I'm sure it'll help me even in day to day interactions with friends, family, and co-workers.

This handy volume works well for up and coming new managers and CEO's. Improving internal

communication is the most common assignment for management consultants. Munter and Russell provide an easy to follow, step by step guide to more effective presentation. They focus on communicating ideas not impressing the audience with Power Point gimmicks. I have used it for government clients, non-profit organizations and for-profit businesses and it works equally well for all three sectors. I have taken their advice for my own graduate school teaching and my students have commented on the clarity of my slides.

Is not possible open this ebook in more than two devices. I have a kindle, one computer, iPhone and iPad and it is necessary to choose with one I prefer to read. It is the first time it happens and I deeply regret of buying this Digital version. Don't recommend!

This is a very nice common sense guide to creating presentations. Had to use it as a text for my MBA Business communications course. I've seen even high-flying pros who give presentations every other day coming up with presentations that are unreadable and distracting. This book gives a nice common sense approach from the scratch to change the way you create presentations. Of course, hard part is following what's said in the book given our time constraints. But definitely worth a read. I purchased the paperback edition for less than \$4 and that makes it a great value.

This book contains the usual tips you can find when searching on Google. Maybe it has a few interesting concepts but it's very shallow and not convincing. I did not find it useful.

This book is short and concise but is not a very exciting read. It is a helpful guide for those who need answers fast because it provides suggestions to pages in certain sections of the manual.

Recently purchased this book as it was required reading for a MBA-level business communications class... Skip it. There's an entire section on the benefit of white space in Power Point slides. The majority of this book is intuitive - and what's not is available for free online.

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