Guide to PowerPoint

For PowerPoint Version 2003

Mary Munter
Dave Paradi

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Mary Munter,Dave Paradi

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   Guide to PowerPoint Mary Munter,Dave Paradi,2009 Munter Paradi is a clear concise and practical guide for classes that practice effective presentation skills If you need to achieve results through PowerPoint presentations then this book is for you The content can be used in several settings educational managerial government professional **Guide de la communication écrite en anglais** Sandra Thibaudeau,2008 Le Guide de la communication crite en anglais comprend plus de 90 tableaux couvrant la majorit des difficult s de r daction L information pr sent e en anglais est enrichie de notes compl mentaires en fran ais qui mettent en lumi re les particularit s de la langue et signalent les exceptions Il s agit de l outil id al pour r diger et mettre en forme des communications de nature professionnelle ou universitaire **Guide to Interpersonal Communication** Joann Baney,2004 Brief practical and reader friendly this is a handy guide for improving your business interactions and relationships It offers clear straightforward tools useful in a professional context with an easy to skim format and a direct matter of fact tone KEY TOPICS This book gives practical advice on how to improve the foundational interpersonal communication skills of listening feedback asking and responding to questions and adjusting to others styles It offers step by step recommendations for approaching such common interactions as interviewing negotiating and conducting performance appraisals MARKET This direct step by step guide for interpersonal communication skills is a necessary read for people who communicate in professional contexts such as managers supervisors and executives in any business or professional arena **Managerial Communication** Geraldine E. Hynes,Jennifer R. Veltsos,2018-01-20 A Practical Strategic Approach to Managerial Communication Managerial Communication Strategies and Applications focuses on communication skills and strategies that managers need to be successful in today s workplace Known for its holistic overview of communication solid research base and focus on managerial competencies this text continues to be the market leader in the field In the Seventh Edition author Geraldine E Hynes and new co author Jennifer R Veltsos preserve the book s strategic perspective and include new updates to reflect the modern workplace The new edition adds a chapter on visual communication that explains how to design documents memorable presentations and impactful graphics New coverage of virtual teams virtual presentations and online communication help students avoid common pitfalls when using technology

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