

The book is deliberately written in a very practical style; a large amount of sound educational theory underpins much of the advice in this book, but this has been excluded in the interests of clarity and to maintain a practical focus. There are many books on the market which cover these theoretical aspects.

***<http://www.Speaker-Tips.com>***

This website accompanies the book. You will find further resources, links, and examples related to many of the themes you will find inside the book.

If you wish to offer suggestions for improvements to the book, please contact me through the email contact form on the website.

## **Who needs this book?**

For the sake of consistency, the term “presentation” is used throughout the book.

In reality, your presentation can be anything which involves talking in front of other people, whether it is:

- ✓ A lecture
- ✓ A speech
- ✓ A business proposal
- ✓ A report
- ✓ A talk
- ✓ A project report
- ✓ A conference presentation
- ✓ A keynote speech
- ✓ An after-dinner speech
- ✓ A presentation in a seminar
- ✓ Teaching students
- ✓ Presenting research results
- ✓ Talking to the press
- ✓ Presenting ideas in business settings

Anyone who is engaged in these activities will find a wealth of ideas and tips in this book, no matter what their level of skill or expertise is.