

CONTENTS

Why yet another book about Presenting? vii

1	The Essentials	1
2	Know your Audience	15
3	Make the Statement	33
4	Hard-Core Content	51
5	Write it, Read it, Edit.	67
6	From Famous First Words ...	83
7	Nail it all Down	97
8	Show it ... if you really must	115
9	Control Yourself	135
10	Control the Day	151
11	Control Q & A	167
12	Raise a Smile	177
13	Adapt to After Dinner	193
14	Should I Accept the Invitation	211
15	Challenging Business Situations	219
16	Challenging Personal Situations	243

THE PRESENTATION COACH

Pipeline Summary	263
Key Bare Knuckle Terminology	264
About Graham Davies	266
Acknowledgements	267
Index	268

<http://www.pbookshop.com>