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Amanda Vickers, Steve Bavister



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Teach Yourself: Successful Public Speaking in a Week Matt Avery,2014-06-27 Sunday Write a speech to which people will want to listen that is well researched uses stimulating content and is tailored to the needs of the audience Monday Learn how to use effective speaking techniques such as projection commanding the space and interaction with your audience Tuesday Discover more advanced public speaking techniques such as using audio and visual aids varying your pace and adding tone and inflection Wednesday Ensure you are fully prepared through memorizing key points and rehearsing with others Thursday Control your nerves with relaxation techniques and confidence tricks of the trade Friday Engage with your audience by keeping to your script making eye contact and varying your delivery Saturday Understand the common mistakes to avoid so that you won't lose your audience's attention **Teach yourself public speaking** ,1960 **Successful Consulting: Teach Yourself** Anna Hipkiss,2010-03-20 If you are a consultant in any field working for any size organisation from one man and his dog to massive or thinking of moving into this field then this is the book for you Coverage includes What makes a successful consultant Setting a clear vision Assessing resources How to write reports and give presentations Building up your customer facing skills Dealing with difficult clients Balancing your work with the rest of your life Containing lots of practical advice this book also features interviews with successful consultants who have a wealth of experience to share Written in an accessible style it will give you the confidence to shine in consultancy NOT GOT MUCH TIME One and five minute introductions to key principles to get you started AUTHOR INSIGHTS Lots of instant help with common problems and quick tips for success based on the author's many years of experience TEST YOURSELF Tests in the book and online to keep track of your progress EXTEND YOUR KNOWLEDGE Extra online articles at www.teachyourself.com to give you a richer understanding of consulting FIVE THINGS TO REMEMBER Quick refreshers to help you remember the key facts TRY THIS Innovative exercises illustrate what you've learnt and how to use it *Teach Yourself VISUALLY Microsoft Office PowerPoint 2007* Lisa A. Bucki,2008-03-11 Covers new PowerPoint features including how to create presentation slides dress them up using templates and graphics add sound and animation and present in a business or Internet setting Equips users to present visually charged captivating slideshows Sophisticated revised full color design provides readers with easier navigation Shows users how to make real world use of PowerPoint 2007 with highly visual two page tutorials and numbered

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Mindfulness Made Easy: Teach Yourself Martha Langley, 2011-10-28

Mindful meditation has been around for thousands of years and now it is being used by top therapists as a highly effective way of overcoming anxiety depression and a number of other emotional difficulties If you are suffering from low mood feeling anxious or just want to learn an amazing technique for gaining control of your mind and feelings this book is a clear and approachable introduction to the power of Mindfulness The most straightforward guide available it gives step by step instructions on how to practice Mindfulness showing you a variety of different exercises before explaining exactly how to use

Mindfulness to overcome almost anything from depression and anxiety to over eating and relationship difficulties Discover how to be Mindful in your daily life and find a new more peaceful path to walk every day Overcome Phobias and Panic Attacks: Teach Yourself Sandi Mann,2013-12-27 Do you have a severe phobia which is limiting your ability to do what you want in life Or do you find that you have regular panic attacks or severe anxiety that seem to have no root cause If so this is the book for you It will help you deal with both the effects of your anxiety for example panic attacks but also with the root cause of your phobia The author Dr Sandi Mann is a senior university lecturer and also a practitioner who has helped thousands of people to overcome phobias Now she has distilled her decades of experience into this practical and non judgemental book designed for anyone who needs help to overcome panic attacks and or phobias *Transform Your Life with NLP: Teach Yourself* Paul Jenner,2010-08-27 Transform Your Life with NLP gives you the motivation and the tools you need to change any or every aspect of your life Use the NLP mindset to program your subconscious and you will be able to improve anything from sporting success to work performance You can also use NLP to boost your self esteem and to find resilience at times of stress or pressure You don t need to be an expert or even to have any experience of NLP and a tailored 2 week program at the end of the book will ensure you reach all your goals and help you to set new ones Featuring self assessment exercises write in review areas and other learning materials that really work this book has the power to change your life **Irish Grammar You Really Need to Know: Teach Yourself** Éamonn Ó'Dónaill,2013-11-29 Comprehensive and clear explanations of key grammar patterns and structures are reinforced and contextualized through authentic materials You will not only learn how to construct grammar correctly but when and where to use it so you sound natural and appropriate Irish Grammar You Really Need to Know will help you gain the intuition you need to become a confident communicator in your new language Sams Teach Yourself Object Oriented Programming in 21 Days Anthony Sintes,1997-09-11 Sams Teach Yourself Object Oriented Programming in 21 Days differs from other OOP books in two main ways Many classic OOP books are designed for software engineers and teach at an academic level Sams Teach Yourself Object Oriented Programming in 21 Days presents accessible user friendly lessons designed with the beginning programmer in mind Other OOP books work to present both OOP and to teach a programming language for example Object Oriented Programming in C Although Sams Teach Yourself Object Oriented Programming in 21 Days uses Java to present the examples the book is designed to present concepts that apply to any OOP environment Understand Child Development: Teach Yourself Carolyn Meggitt,2012-07-27 This book is a complete guide to child development from birth to 16 years Assuming no prior knowledge of the subject it will take you through all the perspectives on the subject covering physical cognitive moral and behavioural aspects of a child s development It covers key figures such as Piaget Freud and Bowlby as well as looking at the work of more contemporary theorists With case studies to give you practical understanding and illustrations to back up key points this book is the only guide you will ever need Improve Your Study Skills: Teach

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The Top Books of the Year Teach Yourself Public Speaking Teach Yourself The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the engaging narratives that have captivated audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Teach Yourself Public Speaking Teach Yourself : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papan, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and suspenseful novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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