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Body Language
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Multicultural education is a set of strategies and materials in education, developed to assist teachers in promoting democracy while responding to the many issues created by the rapidly changing demographics of their

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students. Multicultural education means to ensure the highest levels of academic achievement for all students: it helps students develop a positive self-concept by providing knowledge about the histories, cultures, and

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**contributions of diversity groups.
Multicultural Education: From
Theory to Practice – which
includes the contributions of
academics and researchers from
two continents and 14 culturally-
challenged countries – aims to**

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**provide a platform for
multicultural education**

**researchers to present new
research and developments in the
area. The contributors to the book
approach the foundations of
multicultural education, the**

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political context of multicultural education, classroom practices in multicultural education, and language education in a multicultural context. This volume will appeal to a wide range of academic readership, including

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educators, researchers, social students, teacher trainers, and teachers of all subjects and of all levels, who wish to develop personally and professionally. It will also be useful to all those who interact, one way or another, with

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both students and teachers in a multicultural context.

Ce recueil bilingue consacré à l'écrivain canadien Margaret Atwood, reconnue comme l'une des figures dominantes de la littérature d'expression anglaise,

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**contient l'intervention qu'elle a
prononcée à Rennes en novembre
1998 sur son roman The
Handmaid's Tale (La Servante
écarlate) et sur le genre auquel il
appartient. Le roman, inscrit aux
programmes 1999 du CAPES et**

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**de l'Agrégation d'anglais, a été
l'un des plus grands succès
littéraires des années 80 aux Etats-
Unis, au Canada et en Grande-
Bretagne. Utopie, dystopie, satire,
ou fiction spéculative, ce texte au
scénario terrifiant s'inscrit à**

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l'intérieur du courant

postmoderne. Cet ouvrage

rassemble des études du roman

qui ont été présentées en

décembre 1998 au Colloque

Margaret Atwood organisé par le

Centre d'Etudes Canadiennes de

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**Rennes. Les auteurs analysent le
texte sous différents éclairages : ils
explorent les rapports entre
littérature et société, politique et
poétique, langage et organisation
de la cité, et examinent les
stratégies de détournement mises**

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en œuvre. This bilingual collection devoted to Canadian writer Margaret Atwood, one of the best-known figures in the field of English language literature, contains the address that she pronounced in Rennes in

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November 1998 on her novel *The Handmaid's Tale* - one of the greatest literary successes of the 80's in the United States, Canada, and Great Britain - as well as on the genre to which it belongs.

Whether it be a utopia, dystopia,

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**satire, or else speculative fiction,
the text with its terrifying scenario
belongs to the postmodernist
movement. This volume brings
together studies of the novel that
were presented in December 1998
at the Margaret Atwood**

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**Conference organised by die
Centre d'Etudes Canadiennes of
Rennes. The authors analyse the
work from different perspectives -
they explore the relationship
between literature and society,
politics and poetics,**

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**communication and community,
and they study the strategies of
resistance and displacement set up
by the writer.**

**A guide for using body language
to lead more effectively Aspiring
and seasoned leaders have been**

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trained to manage their leadership communication in many important ways. And yet, all their efforts to communicate effectively can be derailed by even the smallest nonverbal gestures such as the way they sit in a business

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**meeting, or stand at the podium at
a speaking engagement. In The
Silent Language of Leaders,
Goman explains that personal
space, physical gestures, posture,
facial expressions, and eye contact
communicate louder than words**

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and, thus, can be used strategically to help leaders manage, motivate, lead global teams, and communicate clearly in the digital age. Draws on compelling psychological and neuroscience research to show

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leaders how to adjust their body language for maximum effect.

Stands out as the only book to address specifically how leaders can use body language to increase their effectiveness Goman, a respected management coach, is

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**widely considered as the expert in
body language issues in the
workplace The Silent Language of
Leaders will show readers how to
take advantage of the most
underused skills in the leadership
toolkit—nonverbal skills—to**

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improve their credibility and stay ahead of the curve.

Marketing often scares entrepreneurs. They've sweat buckets coming up with a valuable product or service, and now they have to sell it? Won't it sell itself?

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No. But, as marketing expert Bob Everett shows, marketing is just not that hard. At some level, entrepreneurs know that. They know what appeals to them and what leaves them cold. They know when a person or marketing claim

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**is trustworthy, and they know
when claims are exaggerated. Yet
when it comes to marketing their
own products and services to
others, entrepreneurs often find it
difficult to apply that same
judgment and common sense.**

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Everett to the rescue! He helps entrepreneurs position products in the market, then sell them effectively and ethically. Everett first destroys marketing myths: • Marketing is difficult and needs to be done by professionals. • Good

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marketing has to be expensive. •

Marketing skills require extensive training • Marketing requires a great deal of creativity These myths have spawned a multi-billion dollar industry consisting of advertising agencies, public

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relations firms, marketing consultants, and academic marketing programs in business schools. But as this book shows, marketing is a simple process that anyone can master—and that entrepreneurs must master if they

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are to succeed. Fortunately, the most effective marketing programs are usually the most honest, simple, and inexpensive. The Entrepreneur's Guide to Marketing is designed to help the entrepreneur, business owner,

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manager, or marketing

professional harness his or her

own inner wisdom and personal

experience to develop powerful

and efficient marketing programs.

Both a how-to and a how to think

about it book, it takes readers

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through a step-by-step process of figuring things out for themselves.

The result? A successful marketing program that will help entrepreneurs harvest new customers, more dollars, and overall success.

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**New Perspectives on Microsoft
PowerPoint 2013, Brief**

A COMPREHENSIVE MANUAL

**Basic Skills and Conversation
Models**

**How to Speak Confidently and
Make Your Point**

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A Guide to Better Teaching
3V Podium Power: Next Level
Public Speaking, Presenting,
Pitching & PowerPoint Repair
PowerPoint 2007

Today, acquiring English
language skills has become

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so essential, especially for those who are looking for new jobs in reputed organizations as well as for the practising professionals. Many engineering students, even though they have adequate

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knowledge of their subject,
are unable to express
themselves well in English.
Taking this into account,
engineering
colleges/institutes have
introduced exclusive English
Language Laboratories where

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students are drilled in the practical aspects of the English language. This compact and comprehensive book is a step-by-step practical guide to students, telling them how to prepare technical reports and how to

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acquire the basic

Ppt
communication

skills—listening, speaking,

reading and writing. The

book deals with

conversation, situational

dialogues and role plays,

and Group Discussions (GDs).

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It also gives detailed
discussion about
Interviews—step-by-step
preparation, practical and
psychological preparation,
the dos and don'ts for
interview—besides dealing
with different kinds of

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interviews: telephonic, videoconferencing, and others. In addition, the text stresses the importance of researching the organization, and salary negotiations. Finally, the book shows the students how

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to make powerpoint presentations (PPTs), the structure of presentation and using audio visuals. This activity based, skill-oriented, learner centred book is designed according to the WBUT syllabus on

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Technical Report Writing and
Language Laboratory Practice
for the B.Tech. students.

However, it would be equally
useful for B.Tech./B.E.

students across the country.

DISTINGUISHING FEATURES : A
practical and student

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Ppt
friendly text, the stress
being on the functional
aspects of the language and
various activities for
acquiring the language.
Gives the Methodology of
conducting activities such
as GDs, Interviews and

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Presentation. Provides model
GD topics and the step-by-
step process of making PPTs.
Clearly spells out all the
details, right from
preparing a good job
application, researching the
company (including its

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financial health), to
preparing the job portfolio,
to wearing the proper dress,
handling questions, and
negotiating salary. Provides
an extensive list of
probable questions along
with their answers to

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prepare students for mock interviews. Also gives well-crafted questions at the end of each lesson.

From the authors of multi-million-copy seller THE DEFINITIVE BOOK OF BODY LANGUAGE comes a

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comprehensive guide to body language in the work place.

Learn body language that will boost your performance in every business context: " Clinch that deal or interview " Give the perfect presentation " Decipher and

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use international body
language " Understand eye
contact " Clarify confusing
gender signals From
negotiating the office party
to the best way to arrange
your office furniture, BODY
LANGUAGE IN THE WORK PLACE

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will help you to identify
and correct the body
language that's letting you
down.

A new handbook not only
covers the basics and new
features of PowerPoint 2007,
but also teaches users how

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to combine multimedia,
animation, and interactivity
into a presentation; how to
take full advantage of
advanced functions; and how
to create reusable
InfoWorld is targeted to
Senior IT professionals.

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Content is segmented into
Channels and Topic Centers.

InfoWorld also celebrates
people, companies, and
projects.

The Polished Presentation

Fearless Speaking

From Theory to Practice

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The Business of Bioscience
Cues

The Desmond Morris Guide to
Body Language

Safe Haven Marriage

*To negotiate: to confer with others in
order to reach a compromise or
agreement. That's the dictionary*

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definition. It's something we do every day, like it or not. We can't avoid it. It doesn't have to involve contracts or business deals. It might just mean agreeing a deadline for the task you're working on, sorting out office accommodation or equipment for a new member of staff, or talking to your boss about your vacation

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plans. Discussions of this kind may not be thought of as negotiations. But often, in order to arrive at a solution all the interested parties can accept, you need to settle for less than you would ideally like. You need to give and take – in other words, to negotiate. Negotiations don't have to be formal exchanges with a set

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agenda conducted around a table. They can be formal or informal; internal (with colleagues in your own organization) or external; bilateral (involving just one other party) or multi-party. They come in all shapes and sizes. They can take a couple of minutes or a couple of months. Whether you have to negotiate contracts,

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you're in sales and have to negotiate with customers or your organization has overseas interests and you're involved in international negotiations, the principles and techniques of effective negotiation apply to all of these scenarios. Effective Negotiations in easy steps will show you how, in the familiar In Easy Steps style,

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with clear and easy steps and explanations, colour illustrations and hot tips.

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college

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and beyond. Updated with all new case-based tutorials, New Perspectives

Microsoft PowerPoint 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files

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helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important.

Important Notice: Media content referenced within the product description or the product text may not be available in

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the ebook version.

The Trainer's Workshop Series is designed to be a practical, hands-on roadmap to help you quickly develop training in key business areas. Each book in the series offers all the exercises, handouts, assessments, structured experiences and ready-to-use

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presentations needed to develop effective training sessions. In addition to easy-to-use icons, each book in the series includes a companion CD-ROM with PowerPoint™ presentations and electronic copies of all supporting material featured in the book. Customer Service Training provides practical, hands-

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on guidance to help you quickly develop customer service training. Dozens of field-tested exercises, games, activities, icebreakers and assessment instruments help you teach employees the importance of customer service and improve their performance. Contains exercises, handouts, assessments and tools to help

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you: • create fantastic customer service to meet your specific needs • raise the bar for service excellence • become a more effective and efficient facilitator • ensure training is on target and gets results “This book is a complete training programme. Its practical learning activities and embedded assessment tools will help any

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company understand that first-rate training equals first-rate customer service.” Fred S. Anton, Chief Executive Officer, Warner Bros. Publications Other books in this series: Leadership Training, New Supervisor Training, New Employee Orientation Training, Leading Change Training.

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Specifically designed to help you become an effective communicator, this book gives you the tools and knowledge to connect with and influence your audience whether that audience is a jam - packed auditorium or three clients at an important business meeting. The book enables you to become a think-on-your-feet presenter who not

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*only presents with authority, but also
knows how to listen to your audience
effectively.*

*Body Language in the Workplace
How to Inform and Persuade Any
Audience*

*Give Great Presentations
Dynamics and Techniques*

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*Passing Assessments for the Award in
Education and Training*

*Structure and deliver compelling
presentations in the workplace*

*Skills, Advice, and Evaluation for College
and University Professors*

*Study and Communication Skills for
the Chemical Sciences has been*

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carefully designed to help students transition seamlessly from school to university, make the most of their education, and ultimately use their degree to enhance their employability. The accessible and friendly writing style helps to engage students with the subject while

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frequent chemical examples highlight the relevance of the skills being learned. A comprehensive range of skills are coveredâ€"from making the most of practicals, lectures and group work, through to writing and presentation skills, and effective revision for exams. An expanded

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chapter on employability offers invaluable advice for getting a job in today's competitive market. The friendly, conversational writing style makes the text ideal for beginning undergraduate students. A broad range of skills are covered, from writing and presentation skills, to

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working in groups and revising for exams
Frequent examples drawn from chemistry highlight the relevance of the skills being learned
The experienced author team is headed up by a leading expert in chemical education
New to this edition
The final chapter Making Yourself Employable

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has been significantly expanded to include new topics such as year in industry placements, CV and cover letter writing, and interviews. More information on working in groups has been added to further help students develop this essential skill.

Peoplewatching is the culmination of

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*a career of watching people - their
behaviour and habits, their*

personalities and their quirks.

Desmond Morris shows us how

people, consciously and

unconsciously, signal their attitudes,

desires and innermost feelings with

their bodies and actions, often more

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powerfully than with their words.

For anyone who wants to be heard at work, earn that overdue promotion, or win more clients, deals, and projects, the bestselling author of Captivate, Vanessa Van Edwards, shares her advanced guide to improving professional relationships

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through the power of cues. What makes someone charismatic? Why do some captivate a room, while others have trouble managing a small meeting? What makes some ideas spread, while other good ones fall by the wayside? If you have ever been interrupted in meetings, overlooked

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for career opportunities or had your ideas ignored, your cues may be the problem - and the solution. Cues - the tiny signals we send to others 24/7 through our body language, facial expressions, word choice, and vocal inflection - have a massive impact on how we, and our ideas,

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come across. Our cues can either enhance our message or undermine it. In this entertaining and accessible guide to the hidden language of cues, Vanessa Van Edwards teaches you how to convey power, trust, leadership, likeability, and charisma in every interaction. You'll learn: •

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Which body language cues assert, "I'm a leader, and here's why you should join me." • Which vocal cues make you sound more confident • Which verbal cues to use in your résumé, branding, and emails to increase trust (and generate excitement about interacting with

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you.) • *Which visual cues you are sending in your profile pictures, clothing, and professional brand. Whether you're pitching an investment, negotiating a job offer, or having a tough conversation with a colleague, cues can help you improve your relationships, express empathy,*

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and create meaningful connections with lasting impact. This is an indispensable guide for entrepreneurs, team leaders, young professionals, and anyone who wants to be more influential.

The Francis Effect: The Complete Guide to a Polished Presentation • Is

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all you need to quickly create and confidently deliver great presentations. Learn:

- Why anxiety is normal and natural but not inevitable*
- How to minimize anxiety to speak confidently, comfortably, and naturally*
- Best practices of top speakers and how to apply them*

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immediately • Clear, simple guides for preparing great content, notes, and slides • Easy ways to increase trust, understanding, and memorability • Step-by-step directions for confident body language and vocal delivery • How to use microphones, teleprompters, and

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*slides like a pro • How to handle
tough and hostile questions with
grace and wit • Best practices for
web presentations and diverse
audiences*

InfoWorld

Peoplewatching

Winning Body Language

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Presentation Body Language

Beat Your Anxiety, Build Your

Confidence, Change Your Life

New Perspectives on Microsoft

PowerPoint 2013, Comprehensive

Enhanced Edition

Business Express: Presenting with

confidence

The Silent Language of Leaders

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This book constitutes the proceedings of the 19th International Conference on Speech and Computer, SPECOM 2017, held in Hatfield, UK, in September 2017. The 80 papers presented in this volume were

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carefully reviewed and selected from 150 submissions. The papers present current research in the area of computer speech processing (recognition, synthesis, understanding etc.) and related domains (including signal

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processing, language and text
processing, computational
paralinguistics, multi-modal speech
processing, human-computer
interaction).

An instant Wall Street Journal
Bestseller The definitive guide to

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communicating and connecting in a hybrid world. Email replies that show up a week later. Video chats full of “oops sorry no you go” and “can you hear me?!” Ambiguous text-messages. Weird punctuation you can't make heads or tails of. Is

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it any wonder communication takes us so much time and effort to figure out? How did we lose our innate capacity to understand each other? Humans rely on body language to connect and build trust, but with most of our communication

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happening from behind a screen, traditional body language signals are no longer visible -- or are they? In Digital Body Language, Erica Dhawan, a go-to thought leader on collaboration and a passionate communication junkie, combines

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Ppt
cutting edge research with
engaging storytelling to decode the
new signals and cues that have
replaced traditional body language
across genders, generations, and
culture. In real life, we lean in,
uncross our arms, smile, nod and

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make eye contact to show we listen and care. Online, reading carefully is the new listening. Writing clearly is the new empathy. And a phone or video call is worth a thousand emails. Digital Body Language will turn your daily misunderstandings

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into a set of collectively understood laws that foster connection, no matter the distance. Dhawan investigates a wide array of exchanges—from large conferences and video meetings to daily emails, texts, IMs, and

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conference calls—and offers
insights and solutions to build trust
and clarity to anyone in our ever
changing world.

If fear of public speaking is
undermining your success,
Fearless Speaking can change

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your life. In this groundbreaking book, Dr. Gary Genard shares his proven method for transforming your self-doubt into confidence. His easy-to-use system will help you escape the negative thinking, physical symptoms, and avoidance

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behavior that are holding you back.

This step-by-step, personalized approach features 50 exercises that will dramatically boost your comfort level and skill in as little as 12 days. From business presentations to contributing at meetings to

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persuasive speaking to wedding
toasts, Fearless Speaking will help
you put your anxiety into
perspective, turn harmful self-talk
into positive thinking, and acquire
the skills to become a more
dynamic speaker. You'll find

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techniques to dramatically reduce the physical and emotional aspects of stage fright while boosting your focus and presence. Actor and speech coach Dr. Genard shows you how to grow your confidence quickly with The Fearless Speaking

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System, a performance-based approach that has helped thousands worldwide. You'll learn how to understand your personal fears while discovering ways to create your own success. If you've been avoiding speaking

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opportunities, if you dread
delivering speeches, or if you have
a make-or-break presentation
coming up, this is the book for you.
It's a self-directed course for
eliminating speaking fear forever
that you can learn quickly,

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efficiently, and effectively. Dr.
Genard's exercises, many of them
directly from the world of the
theater, help people from all walks
of life deal with issues like
establishing rapport with an
audience, pacing your

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presentations, moving and activating listeners, and other critical challenges. Don't let fear of public speaking limit your success any longer. Read the book, practice the exercises . . . and start enjoying public speaking!

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Ppt
The Unique System of Nonverbal
Skills Used by the Most Effective
Leaders in Business Today
CONTROL THE CONVERSATION,
COMMAND ATTENTION, AND
CONVEY THE RIGHT
MESSAGE--WITHOUT SAYING A

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WORD Whether you're presenting an idea, delivering a speech, managing a team, or negotiating a deal, your body language plays a key role in your overall success. This ingenious step-by-step guide, written by an elite trainer of Fortune

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50 CEOs and G8 world leaders,
unlocks the secrets of nonverbal
communication--using a proven
system of universal techniques that
can give you the ultimate
professional advantage. Learn
easily how to: Successfully master

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the visual TruthPlane around you to win trust now. Gesture in a way that gains everyone's attention— even before you speak. Appeal to others' deep psychological needs for immediate rapport and influence. You'll discover how to sit, stand,

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and subtly alter your body language to move with confidence, control conversations, command attention, persuade and influence others, and convey positive energy—without saying a word. It's the one key to success nobody talks about!

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What goes into making a
Biotechnology Product

The Complete Speaker's Guide

New Perspectives on Microsoft

PowerPoint 2013, Comprehensive

Speech and Computer

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ENGLISH LANGUAGE LABORATORIES

If you need to be in the know in no time at all, Business Express will get you from beginner to brilliant in the blink of an eye. This fast, focused and carefully crafted eBook will help you pick up all the essential

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knowledge you need about the skills that matter most at work, all in the shortest possible time. Learn just when you need to or well in advance; read it at your desk or on the move; dip in and out or start from scratch - it's all up to you. But however you use it, you'll quickly feel more confident, competent and better equipped to make

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things happen and keep moving ahead. Save time & it's quick and easy to read Get smart & just the essential knowledge you need Feel good & watch your confidence grow Business Express & know how in no time!

Readers develop the Microsoft PowerPoint 2013 skills for academic and career success

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with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT POWERPOINT 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS PowerPoint 2013 skills to real situations that fully demonstrate the relevance of concepts.

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A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS PowerPoint 2013 as NEW PERSPECTIVES MICROSOFT

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POWERPOINT 2013 emphasizes the value and application of what they are learning.

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Deliver presentations and speeches with confidence and style.

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*Cues Master the Secret Language of
Charismatic Communication Penguin*

Communication in Organizations

Customer Service Training

Essays on Body Motion Communication

Presentation Advantage

19th International Conference, SPECOM

2017, Hatfield, UK, September 12-16,

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2017, Proceedings

*The Dos and Don'ts of Delivering a
Presentation*

Communication Basics

**One of the most important
requirements of leadership is
effective communication. The**

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idea that some people are natural leaders and that others will never learn to show good leadership is now outdated. It has been replaced by the conviction that leadership and communication skills can be learnt. Providing a

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thorough introduction to skilled interpersonal communication, Communication in Organizations consists of three parts. Part I introduces basic communication skills, and makes a distinction between regulating skills,

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listening skills and sender skills.

Part II considers a number of different dialogues: the interview used to gather information, the selection interview, the employment interview, the performance evaluation

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***interview, the personal problems
interview, handling complaints,
breaking bad news, and the sales
interview. Part III is dedicated to
conversations in more complex
group situations, discussing
decision making, conflict***

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management, negotiations and giving presentations. Practical examples and concrete conversations are used to give students and professionals straight-forward advice on key leadership skills, including

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motivating people, delegating tasks, leading meetings and overseeing projects. This book will appeal to undergraduate and postgraduate students of psychology as well as those studying business, economics,

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and the hospitality industry.

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they

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need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft PowerPoint 2013 continues to engage students in applying skills to real-world situations,

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***making concepts relevant. A new
Troubleshoot case problem
enhances critical thinking, and a
new tutorial on Managing Your
Files helps students navigate
Windows 8. As always, New
Perspectives improves learning***

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outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be

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available in the ebook version.

The average attention span of an adult is eight seconds—eight seconds! That is tough news for a presenter. It means you may have a room full of people, but their minds are elsewhere. You're

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competing with a slew of activities demanding their attention—email, texts, Facebook, YouTube, chats, and apps, in addition to thoughts about their next meeting and projects that are behind schedule. How do you

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get a message across in a world like that? The inability to powerfully inform and persuade amid an unprecedented number of distractions is one of the greatest hidden and pervasive costs of the twenty-first-century

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workplace. Learn to connect with your audience, and you'll stop having unproductive meetings and wasted time. In Presentation Advantage, FranklinCovey outlines its "Connect Model," the mental model that allows you to

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***connect with the message,
yourself, and the audience
during any presentation by:
Structuring relevant and purpose-
driven messages Understanding
how our brains best synthesize
and remember key information***

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***Using visuals such as
PowerPoint to inspire instead of
torture your audience Aligning
your message, body language,
and tone of voice for a powerful
delivery Whether to one person
or one hundred, effective***

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***presenting is today's top
business skill, and the experts at
FranklinCovey help you master
it. With the Presentation
Advantage, you can deliver
dynamic, compelling, and truly
effective presentations every***

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time.

Whether you are finding your way as a manager or you want to enhance the skills you already have, the Instant Manager series is exactly what you need! Written by leading experts, they are

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inexpensive, concise but above all authoritative guides to the subject at hand. The portable format allows you to carry the book easily to fit learning and development into your busy work life. Based on the 10 most

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FAQs, each chapter ends with a quick tip that can be taken on board immediately. A handy tear out card covering the most salient points allows you to carry the expertise with you wherever you go. 'Body Language'

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includes coverage of the following, specifically tailored to give managers an understanding of Body Language can help them at work: what body language is and why it is important in management, how it can help in

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***understanding office politics,
improving presentation,
interview and appraisal skills.
Two particularly fascinating
chapters cover body language
within the contexts of the office
social life and the topical subject***

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of security. Backed by the authority of the Chartered Management Institute, this is an essential addition to the manager's library.

New Perspectives on Microsoft PowerPoint 2013, Introductory

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Basic Business Communication

The handmaid's tale

***Study and Communication Skills
for the Chemical Sciences***

***Master the Secret Language of
Charismatic Communication***

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Public Speaking Handbook for Librarians and Information Professionals

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, *New Perspectives* helps

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students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 continues to engage students in applying skills

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to real-world situations, making
concepts relevant. A new
Troubleshoot case problem
enhances critical thinking, and a
new tutorial on Managing Your
Files helps students navigate
Windows 8. As always, New

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Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product

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This is an essential text for all learners taking the Award in Education and Training, no matter which awarding organisation they are registered with. It's readable,

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relevant, easy to understand and gives key advice on approaching and completing written and practical assessments. It helps both in-service and pre-service learners to fully understand the requirements of the Award, and

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how to evidence their achievement towards the standards. This book will: help learners with their written assessments towards the three main units of the Award give guidance on how learners can demonstrate and evidence their

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achievement help learners with
their practical assessments
including hints and tips for
succeeding in the microteach give
guidance for giving and receiving
feedback This is a companion title
to The Award in Education and

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Training by Ann Gravells.

Are you unsure how your speaking/presenting is coming across, or know you need to improve the impact? Would you like to be seen as a confident, trustworthy, and persuasive leader

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when you speak, present or pitch?

This ebook will guide leaders in the development of better public speaking, pitching and presentation skills, with or without a slide deck like PowerPoint. It will help individuals manage their public

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speaking jitters (if any) and provide tools to ensure a strong message is organized for impact and given with clear diction, a calm voice, and confident body language.

A Guide to Better Teaching is a self-help book that provides anyone

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teaching a college course with a thorough understanding of what it takes to be an effective teacherwhether they are a new, an adjunct, or seasoned professor. The skills are divided into three core categories of Personality,

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Process and Performance. Self assessment guides are included to develop an appreciation for one's strengths and challenges. By identifying key skills, the book can be read in its entirety or in random fashion for specific development

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purposes.

Control the Conversation,
Command Attention, and Convey
the Right Message without Saying
a Word

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Office 2013 First Course, Enhanced

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Lire Margaret Atwood

Multicultural Education

Kinesics and Context

How to Build Trust and Connection,

No Matter the Distance

The Missing Manual

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The text provides instruction on how to give different types of presentations and how to improve upon other communication skills including listening. Topics include harnessing the fear of public speaking, applying immediacy,

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storytelling, motivating others,
listening actively, interviewing
successfully, lecturing and
conducting workshops effectively,
speaking off the cuff, selling
yourself and your business, and
presenting for special occasions.

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Aristotle's Canons of Rhetoric are also discussed as a foundation to organizing and delivering dynamic presentations. The book is ideal as a text for an Advanced Public Speaking course.

With proven pedagogy that

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emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps you develop the Microsoft Office 2013 skills you need to be successful in college and beyond. Updated with all new case-based

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tutorials, New Perspectives

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Microsoft Office 2013 engages you in applying skills to real-world situations, making concepts relevant. A new Troubleshoot type of case problem enhances critical thinking. As always, New

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Now more than ever, librarians
need good communication skills.
They are no longer unseen
collectors, classifiers, and cultural
guardians. Information

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professionals are doing more public speaking at conferences, in meetings, classes, book talks and countless other situations, but many of them dislike, even fear, the thought of getting up in front of a group of people and giving a

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presentation. Librarians and other information professionals can find in this work help in overcoming their hesitation. Part one offers basic principles for better speech preparation and delivery, discussing such topics as the

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importance of good listening skills to being a good speaker, doing the necessary research beforehand, applying organizational skills to a presentation, engaging an audience, practicing a presentation before actually giving it, and putting

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oneself at ease, among others. Part Two discusses the specific situations in which librarians often have to communicate, including interviews, interpersonal communication, library instruction, meetings and presentations to large

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groups.

My journey into this fascinating field of biotechnology started about 26 years ago at a small biotechnology company in South San Francisco called Genentech. I was very fortunate to work for the company

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that began the biotech industry during its formative years. This experience established a solid foundation from which I could grow in both the science and business of biotechnology. After my fourth year of working on Oyster Point

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Boulevard, a close friend and colleague left Genentech to join a start-up biotechnology company. Later, he approached me to leave and join him in of all places – Oklahoma. He persisted for at least a year before I seriously considered

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his proposal. After listening to their plans, the opportunity suddenly became more and more intriguing. Finally, I took the plunge and joined this ent-preneural team in cofounding and growing a start-up biotechnology company. Making

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that fateful decision to leave the security of a larger company was extremely difficult, but it turned out to be the beginning of an entrepreneurial career that forever changed how I viewed the biotechnology industry. Since that

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time, I have been fortunate to have cofounded two other biotechnology companies and even participated in taking one of them public. During my career in these start-ups, I held a variety of positions, from directing the science, operations, regulatory,

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and marketing components, to
subsequently becoming CEO.

How Body Language Can Help--or
Hurt--How You Lead

New Perspectives on Microsoft

Office 2013, First Course

Effective Negotiations in easy steps

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The Entrepreneur's Guide to
Marketing