

Executive Speaker[®]

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Publications

The Complete Guide to Public Speaking by author and professional speaker, Jeff Davidson (Wiley, 2003, 324 pages); covers the basics of public speaking as well as: How to avoid excessive perspiration while speaking; What to do if you “blank out” in mid-presentation; How to manage and use “kudo” letters; Ensuring that your topic will be in demand; The use of humor in the high content presentation; How to continually keep your content fresh; An insider look at the traits of professional speakers; Developing a dynamite speaker “one-sheet”; Establishing a code of ethics for speaking engagements; Supporting your Meeting Planner in wondrous ways; Mailing packages to yourself for high efficiency; Two dozen ways to make your presentation fail; How to prepare your introducer (introductions are so often botched); How to induce listeners to fall in to a “story trance”; Which speakers get invited back and why!

Available from: Jeff Davidson, MBA, CMC, address: BreathingSpace.com, 2417 Honeysuckle Road, Suite 2A, Chapel Hill, NC 27514-6819; telephone: 919-932-1996; fax: 919-932-9982.