

FURTHER READING ABOUT PRESENTATIONS

BOOKS

Lashley, Conrad and Best, Warwick, (2001), *12 steps to study success*, London, Continuum.

Part B Step 10, pp.156-164 on *Making presentations*
Has useful self-assessment exercises and checklists.

Leigh, Andrew and Maynard, Michael, (1993), *The perfect presentation: all you need to get it right first time*, London, Century Business.

A pocket size book which covers the 5Ps – preparation, purpose, presence, passion and personality.

Siddons, Suzy, 2nd ed, (1999), *Presentation skills*, London, Chartered Institute of Personnel and Development.

A simple starter book, covering research, structure, practice, delivery and question time.

WEBSITES

NOTE: Links were live at the time of writing.

<http://www.hull.ac.uk/studyadvice/LearningResources/StudyGuidesPDFs/Presentationsstudyguide.doc>

A handy booklet on *Presentations*, which includes an action plan and checklist.

<http://www.jcu.edu.au/studying/services/studyskills/oral/>

Covers presentations in detail, including criteria for success, structure, audio-visual aids and non-verbal communication.