FINTEL LIBRARY GUIDE\*

RESOURCES ON PRESENTATIONS

Listed here are resources for general, business, political science, psychology, and science presentations. Even though some titles are discipline specific, most will have application across disciplines.

Many of the titles listed are in electronic format indicated by [electronic resource] and may be read online only through the catalog. To read one of these books, conduct a title search in the online catalog on the library homepage.

**GENERAL PRESENTATIONS**

Absolute Beginner's Guide to Winning Presentations / Jerry Weissman with William Kaszubski [electronic resource]

Be Heard the First Time: The Woman’s Guide to Powerful Speaking

PN4192.W65M56 2006

Butterflies Begone: A Hands-on Approach to Sweat Proof Public Speaking 2008 [electronic resource]

The Effective Presentation: Talk Your Way to Success / Asha Kaul HU-General Coll.

HF5718.22 .K38 2005

In the Spotlight: Overcome Your Fear of Public Speaking & Performing

RC552.S69E87 2000

 Life Is a Series of Presentations / Tony Jeary

 HF5718.22.J433 2004

Lend Me Your Ears: All You Need To Know About Making Speeches and Presentations/ Max Atkinson & J.E. Fishman

HF5718.22 .J433 2004

Giving Confident Presentations/Brian Lomas [electronic resource]

Speaking Your Mind: Oral Presentation and Seminar skills

PN4121.S737 2001

**BUSINESS PRESENTATIONS**

By the Numbers: Using Facts and Figures to Get Your Projects and Plans Approved / Joseph McLeary [electronic resource]

How to prepare, stage, and deliver winning presentations

 / Thomas Leech [electronic resource]

How To Present At Meetings / edited by George M. Hall [electronic resource]

In the Line of Fire: How To Handle Tough Questions When It Counts / Jerry Weissman

[electronic resource]

Making the Technical Sale / Rick Greenwald , James Milbery [electronic resource]

Presenting To Win: The Art of Telling Your Story /Jerry Weissman [electronic resource]

Persuasive Proposals and Presentations: 24 Lessons For Writing Winners/ Heather Pierce

[electronic resource]

Presentation Skills for Managers /Jennifer Rotondo, Mike Rotondo [electronic resource]

The Presentation Skills Workshop: Helping People Create and Deliver Great Presentations / Sherron

 Bienvenu [electronic resource]

The Results-Driven Manager: Presentations That Persuade and Motivate HU-General Coll.

HF5718.22 .R47 2004

Slide:ology: The Art and Science of Creating Great Presentations/ Nancy Duarte

HU-General Coll. HF5718.22 .D83 2008

Speak Like a CEO: Secrets For Commanding Attention and Getting Results / Suzanne Bates

[electronic resource]

Talk Your Way To the Top: How To Address Any Audience Like Your Career Depends On It / Kevin Daley and Laura Daley-Caravella HF5718.22 .D35 2004

**POLITICAL SCIENCE PRESENTATIONS**

Writing in Political Science: a Practical Guide / Diane E. Schmidt.

REF JA86 .S36 2005 (Includes a chapter on presentations)

**PSYCHOLOGY PRESENTATIONS**

Displaying Your Findings: A Practical Guide For Creating Figures, Posters, and Presentations / Adelheid

 A.M. Nicol and Penny M. Pexman. HU-General Coll. BF76.8 .N53 2003

**SCIENCE PRESENTATIONS**

Speaking About Science: A Manual For Creating Clear Presentations / Scott Morgan, Barrett Whitener

 Q223 .M67 2006

Scientist's Guide To Poster Presentations / Peter J. Gosling Q179.94 .G67 1999

Scientists Must Speak: Bringing Presentations To Life / D. Eric Walters, Gale Climenson Walters

Q223 .W344 2002

Writing Guidelines For Engineering and Science Students <http://www.writing.engr.psu.edu/>

(Includes design of slides and design of posters) Last updated 3/2008

Writing Papers In the Biological Sciences / Victoria E. McMillan QH304 .M3 2006

Writing for Science / Robert Goldbort T11 .G626 2006 also [electronic resource]

**POWERPOINT**

Guide to PowerPoint/Mary Munter, Dave Paradi T385 .M864 2007

Power Points! : How To Design and Deliver Presentations That Sizzle and Sell/Harry Mills

[electronic resource]

\*Adapted from student handout created by Rebecca Heller.