PRESENTATION SKILLS
A listing of materials available at the Justice Institute Library

GENERAL BOOKS


As We Speak: How to Make Your Point and Have It Stick by Peter Meyers and Shann Nix. New York, NY: Atria Books. (HM 1166 M49 2011)


PRESENTATION SKILLS


How to Lie with Charts by Gerald Everett Jones. Santa Monica, CA: LaPuerta. (HF 5718.22 J66 2015)


Mastering Presentations: Be the Undisputed Expert When You Deliver Presentations (Even if You Feel Like You're Going to Throw Up) by Doug Staneart. Hoboken, NJ: Wiley. (HF 5718.22 S738 2013)


There’s No Such Thing As Public Speaking: Making Any Presentation or Speech As Persuasive As a One-On-One Conversation by Jeanette and Roy Henderson. New York, NY: Prentice Hall Press. (PN 4129.15 H468 2007)


You’re Speaking–But Are Your Connecting? by Margaret Hope. Burnaby, BC: Lions Gate Training Ltd. (PN 4121 H664 1998)

GENERAL AUDIO CDs


Contains tips, strategies, and secrets you can use immediately to begin dramatically improving all of your communications. Covers the following: how to identify your authentic self so that you project an original and unique style; how to win over any audience in one minute; a 5-point checklist to run through immediately before a presentation that will make stage fright disappear; a powerful tactic for getting your listeners to act the way you want them to; a no-fail 3-step process that will ensure your listeners not only remember what you say, but make immediate and positive changes based on it; and secrets to handling hostile or potentially embarrassing questions.

Public Speaking Success: Command a Room & Communicate Like a Pro. Renton, Wash.: Topics Entertainment. (PN 4129.15 P83 2006)

From creating and delivering effective presentations to memory skills and working a room, this audio suite offers hours of techniques to increase your speaking power.
### GENERAL DVDs

**D573 The Basics of How to Plan, Write and Give a Winning Presentation**  
(DVD, 30 minutes)  
Gives the basics of the art of speech making: planning, writing, and presenting. Excerpts from famous speeches by U.S. presidents Ronald Reagan and John F. Kennedy, General Douglas McArthur, and British prime minister Winston Churchill, on-screen points, and acted-out examples of both good and bad techniques round out this program. Although geared to a business audience, the advice is generic and may be used to prepare for any presentation. (Image Media) (PN 4129.15 B37 2006)

**D1125 Presentation is Everything**  
(DVD, 17 minutes)  
Help individuals structure and deliver effective presentations: and avoid death by PowerPoint. We’ve all sat through presentations that have left us shell-shocked, bored or baffled. A poorly delivered presentation can leave us feeling confused, and the presenter feeling dejected. A well thought through presentation can fill the presenter with confidence that they’ve got the message across in an interesting and engaging way. Alan (Matthew Horne) is an old hand at presentations. He’s given more than he cares to mention: and more than his audiences care to remember! Cue Christine (Sally Philips) to help him reflect on his less glorious efforts and help him think through his preparation, structure and style to ensure that everyone leaves his presentations understanding what he was trying to tell them. (RG Training Resources Ltd.) (HF 5718.22 P744 2010)

**D1910 Simply Speaking: An Instructional Program to Teach Students the Importance and Skill of Public Speaking**  
(DVD, 39 minutes)  
An instructive documentary about the fear of public speaking and the importance of oral communication in modern society. Compiled from hundreds of hours of interviews with such luminaries as Chris Matthews (Hardball, MSNBC), Terry McGraw (former CEO, McGraw-Hill), and General Richard Myers (former chairman of the Joint Chiefs of Staff), this documentary explores public speaking and its effect on leadership, success, and life fulfillment. (McIntyre Media) (PN 4121 S56 2013)

**D139 Stand & Deliver! Effective Techniques for Presenting to Groups**  
(DVD, 20 minutes)  
Shows how to become an effective communicator to groups. Effective communication enables us to persuade, to influence, to teach and to achieve our goals. This self contained workshop package is designed to improve presentation skills with techniques to improve confidence, vocal skills, body language, management of nerves, and relationship with your audience. (Image Media) (HF 5718.22 S722 2000)

**D2150 Winning Presentations: For Make-Or-Break Moments**  
(DVD, 22 minutes)  
This program is designed to help anyone create more compelling presentations, improve their ability to deliver those presentations with dynamism, and increase confidence as a speaker. It teaches story structure as it relates to presentations and covers how to do the following: organize your thoughts and ideas; speak to the interests of your audience; transform anxiety into presentation fuel; connect with your audience; generate confident and dynamic body language; and lead your audience where they need to go. (RG Training) (HF 5718.22 W56 2014)

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