

# PRESENTATION SKILLS

*A listing of materials available at the Justice Institute Library*

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## GENERAL BOOKS

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**Advanced Presentations by Design: Creating Communication that Drives Action** by Andrew V. Abela. San Francisco, CA: Pfeiffer, A Wiley Imprint. (HF 5718.22 A24 2013)

**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)

**Better Presentations: A Guide for Scholars, Researchers, and Wonks** by Jonathan Schwabish. New York City, NY: Columbia University Press. (HF 5718.22 S349 2016)

**Beyond Bullet Points** by Cliff Atkinson. New York, NY: Pearson Education, Inc. (HF 5718.22 A87 2018)

**Delivering Effective Training Sessions** by Geri E.H. McArdle. Menlo Park, CA: Crisp Publications, Inc. (HF 5549.5 T7 M3693 1993)

**Develop Your Presentation Skills** by Theo Theobald. Philadelphia, PA: Kogan Page. (HF 5718.22 T455 2016)

**Fearless Facilitation: The Ultimate Field Guide to Engaging (and Involving!) Your Audience** by Cyndi Maxey and Kevin E. O'Connor. San Francisco, CA: Pfeiffer. (HF 5718.22 M328 2013)

**Flip Chart Power: Secrets of the Masters** by Bonnie E. Burn. Johannesburg, ZA: Pfeiffer. (HD 38 B7946 1996)

**From Presentations Kill? To Presentation Skill! 7 Easy Steps for Time-Challenged Glossophobia Sufferers** by David J. Hobson. Victoria, BC: Trafford. (PN 4121 H634 2005)

**Graphics for Presenters: Getting Your Ideas Across** by Lynn Kearny. Menlo Park, CA: Crisp Publications. (HF 5718.22 K43 1996)

**HBR Guide to Persuasive Presentations** by Nancy Duarte. Boston, MA: Harvard Business Review Press. (HF 5718.22 D817 2012)

**The Heart of Presenting: The Essential Presenters' Toolkit** by Carla Rieger. Vancouver, BC: YES Education Systems. (PN 4121 R544 2006)

## **PRESENTATION SKILLS**

- High-Impact Presentations** by Robert W. Pike. West Des Moines, IA: American Media Inc. (HF 5718.22 P534 1995)
- How to Lie with Charts** by Gerald Everett Jones. Santa Monica, CA: LaPuerta. (HF 5718.22 J66 2015)
- "I Can See You Naked": A New Revised Edition of the National Bestseller on Making Fearless Presentations** by Ron Hoff. Kansas City, MO: Andrews and McMeel. (PN 4121 H456 1992)
- In the Line of Fire: How to Handle Tough Questions--When It Counts** by Jerry Weissman. Upper Saddle River, NJ: FT Press. (HF 5718.22 W449 2014)
- Making Presentations** by Tim Hindle. New York, NY: DK Pub. (HF 5718.22 H566 1998)
- Master Presenter: Lessons from the World's Top Experts on Becoming a More Influential Speaker** edited by David Zielinski. San Francisco, CA: Pfeiffer, A Wiley Brand. (HF 5718.22 M326 2013)
- Mastering Presentations: Be the Undisputed Expert When You Deliver Presentations (Even if You Feel Like You're Going to Throw Up)** by Doug Stanear. Hoboken, NJ: Wiley. (HF 5718.22 S738 2013)
- Painless Presentations: The Proven, Stress-Free Way to Successful Public Speaking** Lenny Laskowski. Hoboken, NJ: Wiley (PN 4129.15 L38 2012)
- A Picture's Worth 1,000 Words: A Workbook for Visual Communications** by Jean Westcott and Jennifer Hammond Landau. San Francisco, CA: Pfeiffer & Co. (HD 30.3 W487 1997)
- The Power Presenter: Technique, Style, and Strategy from America's Top Speaking Coach** by Jerry Weissman. Hoboken, NJ: Wiley. (PN 4129.15 W45 2009)
- Power Speak: Engage, Inspire, and Stimulate Your Audience** by Dorothy Leeds. Franklin Lakes, NJ: Career Press. (PN 4121 L44 2003)
- Present with Impact and Confidence** by Amanda Vickers and Steve Bavister. London, ENG: Teach Yourself. (HF 5718.22 V53 2010)
- Presentation Basics** by Robert J. Rosania. Alexandria, VA: ASTD. (HF 5718.22 R67 2003)
- The Presentation Lab: Learn the Formula Behind Powerful Presentations** by Simon Morton. Hoboken, NJ: Wiley. (HF 5718.22 M384 2014)
- Presentation Skills: Captivate and Educate Your Audience** by Steve Mandel. Rochester, NY: Axzo Press. (PN 4121 M319 2009)
- Presentation Skills Training** by Christee Gabour Atwood. Alexandria, VA: ATD Press. (HF 5718.22 A885 2017)
- Presentation Zen: Simple Ideas on Presentation Design and Delivery** by Garr Reynolds. Berkeley, CA: New Riders. (HF 5718.22 R49 2012)

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**The Presentations Kit: 10 Steps for Selling Your Ideas** by Claudyne Wilder. New York, NY: Wiley. (PN 4121 W386 1994)

**Presenting with Credibility: Practical Tools and Techniques for Effective Presentations** by Bruna Martinuzzi. San Francisco, CA: Six Seconds Emotional Intelligence Press. (HF 5718.22 M378 2012)

**Say it with Charts: The Executive's Guide to Visual Communication** by Gene Zelazny. New York, NY: McGraw-Hill. (HF 5718.22 Z45 2001)

**Show & Tell: How Everybody Can Make Extraordinary Presentations** by Dan Roam. New York, NY: Portfolio/Penguin. (HF 5718.22 R629 2016)

**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)

**Tough Questions—Good Answers: Taking Control of Any Interview** by Thomas F. Calcagni. Sterling, VA: Capital Books. (HM 1166 C35 2008)

**Visual Communicating** by Ralph E. Wileman. Englewood Cliffs, NJ: Educational Technology Publications. (LB 1043.5 W498 1993)

**Wuzzles for Presenters: Stretching Exercises for the Mind** by Tom Underwood. San Francisco, CA: Jossey-Bass/Pfeiffer. (HF 5718.22 U532 1994)

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

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### **GENERAL AUDIO CDs**

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**Stand and Deliver: The Dale Carnegie Method to Public Speaking** by Dale Carnegie Training. New York: Simon & Schuster Audio. (PN 4121 S723 2007)

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.

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**GENERAL DVDs**

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- 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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