

Librería  
*Bonilla y Asociados*  
desde 1950



**Título:** Speaking Technically

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**Precio:** \$304.00

**Editorial:**

**Año:** 1996

**Tema:**

**Edición:** 1ª

**Sinopsis**

**ISBN:** 9781860940347

This is a concise guide for anyone who has ever found the prospect of speaking technically to be daunting.

The author draws upon his observations of people speaking technically in after-dinner speeches; conference presentations; coping with visitors; inaugural lectures; industrial presentations; industrial tourism; lectures to students; presentations to funding bodies; project reports; public inquiries; school talks; section and departmental meetings; telephone calls and consultations.

He offers the reader practical tools and principles for organising information and making technical communication lively and memorable. Complete with highlighted points, checklists and review points for easy reference and practice, *Speaking Technically* is for anyone who has ideas and information to communicate, wants to do so effectively, finds the process stressful and has little time to prepare.