



Stand Up and Stand Out!

SUCCESSFUL BUSINESS SPEAKING

COST:

This is a college credit class.
Tuition for the ½ unit class
is just \$13!
Merced College registration
is required and will be taken
the first day of class

DATES:

May 3 & 10, 2012

TIMES:

8:30 to 12:30 PM

LOCATION:

Business Resource Center
630 W. 19th Street
Downtown Merced

► Starting Off On the Right Foot

- Overcoming Stage Fright
- Establishing Credibility
- Building Rapport With Your Audience
- Persuasion

► Planning Your Presentation

- How To Make Your Presentation More Appealing
- Introductions
- Icebreakers and "Hooks"
- Conclusion – Wrapping It Up
- Body Language and Delivery

► Visual Aids

► Multimedia Presentations

► How to Handle Audience Questions

► 10 Mistakes Presenters Make



For more information or to reserve your seat, please contact the Workplace Learning Resource Center:
Carol Roscelli at 209.386.6733 or carol.roscelli@mccd.edu