Excellent concise guides to business presentations

www.technologywriter.com/guides/bizpre06.pdf
www.skillsyouneed.com/presentation-skills.html

Useful guides to some business presentation pitfalls and presentation skills

Concise outline of major speaking mistakes


An excellent concise slide deck for all aspects of effective business communication

http://www.slideshare.net/jennifermcclure/effective-presentation-communication-skills-for-business-leaders-26326163/4-keep_IT

General use references

www.Forbes.com – their archives have lots of useful tidbits and articles
Harvard Business Review – do a general search in their data base

Active listening skills – these are two of many sources

https://www.mindtools.com/CommSkll/ActiveListening.htm
https://www.skillsyouneed.com/ips/active-listening.html

Foundation texts on effective graphical presentation

Works by Edward R. Tufte


Excellent, but much more technical works, on graphical communication

Works by William S. Cleveland

  - “Visualizing Data”, 1993, AT&T Bell Laboratories, Hobart Press, NJ

Wonderfully informative, funny, insightful works for the general reader about the general deficiencies of human understanding

Works by David McRaney


This last is a book every scientist or scientific professional should read

Howard Wainer, “Truth or Truthiness”, 2016, Cambridge University Press, NY