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'If there is someone who has just graduated uni or has recently entered the workforce, for the love of God, buy it for them.' *The Pool*

The book that's missing from 55 million offices and conference rooms around the world: the idiot's guide to conquering the corporate meeting. In it you will learn the essential subtle tricks that pay big dividends by making you look really clever in meetings: constant nodding, pretend concentration, useless rhetorical questions, how to nail the big presentation by pacing and getting someone else to control your slides.

Complete with **illustrated tips, examples, and scenarios**, Sarah Cooper's *100 Tricks to Appear Smart in Meetings* gives you actionable ways to use words like 'actionable', in order to sound smart.

'A lot of fun and absolutely on the money' *Daily Telegraph, Book of the Year*

Title	:	100 Tricks to Appear Smart In Meetings
Author	:	Sarah Cooper
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