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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.

Cleverly written and illustrated, 100 Tricks to Appear Smart in Meetings is sly satire that will bring endless joy to anyone who has ever endured the drudgery of corporate life. -- Dan Lyons, writer for HBO's Silicon Valley and NYT bestselling author of DISRUPTED

*100 Tricks To Appear Smart In Meetings | FIREBOX®*

Jam packed full of helpful hints and tips, 100 Tricks to Appear Smart in Meetings will provide you with everything you need to appear clever in half the time it actually takes to learn something! The idiot's guide to conquering the conference room, you will learn all the essential tricks that will pay dividends in the long run.

Full of examples and possible scenarios, 100 Tricks to Appear Smart in Meetings gives you actionable ways to use words like "actionable" so you can sound smart. Every type of meeting is covered, from general meetings where you stopped paying attention almost immediately to impromptu ones you were painfully subjected to at the last minute.

*10 Tricks to Appear Smart in Meetings - The Cooper Review*

*13 Tricks To Appear Smart In Meetings - BuzzFeed*

*10 Tricks to Appear Smart During Meetings*

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