

Improve Your Communication Skills

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Synopsis

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Improve Your Communication Skills is your practical guide to effective verbal, non-verbal, and written communication in business. Full of proven tips and techniques, it will help you keep the interest of a large audience, impress a potential employer, or simply win the argument at an important meeting.

Better communication skills can have a direct impact on your career development. This book provides vital guidance on improving your conversations, building rapport with colleagues, learning skills of persuasion, giving effective presentations, writing effective emails, letters and reports, and networking successfully. Now in its fourth edition, essential new content includes communicating across borders and virtual teams, influencing others subtly and managing difficult conversations, as well as helpful checklists and exercises.

With the help of *Improve Your Communication Skills*, you will be able to achieve verbal, vocal, and visual success - getting your message across every time.

The Creating Success series of books....

With over one million copies sold, the hugely popular Creating Success series covers a wide variety of topics and is written by an expert team of internationally best-selling authors and business experts. This indispensable business skills collection is packed with new features, practical content, and inspiring guidance for listeners across all stages of their careers.

Reader's comments

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