

1. Record Nr.	UNINA9910138863303321
Autore	Barker Alan <1956->
Titolo	Improve your communication skills / / Alan Barker
Pubbl/distr/stampa	Philadelphia, Pa., : Kogan Page Ltd., 2013
ISBN	0-7494-6717-7 1-299-16021-2
Edizione	[3rd edition.]
Descrizione fisica	200 s
Collana	Creating Success Creating success
Disciplina	651.7 658.45
Soggetti	Business communication
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Nota di contenuto	About this book -- What is communication? -- How conversations work -- Seven ways to improve your conversations -- The skills of enquiry -- The skills of persuasion -- Making a presentation -- Putting it in writing -- Networking: the new conversation -- Appendix: Where to go from here.
Sommario/riassunto	Improve Your Communication Skills will help you keep the interest of a large audience, impress a potential employer or simply win the argument at an important meeting. Full of practical advice on all aspects of verbal and non verbal communication, it gives vital tips on: improving your conversations; building rapport with colleagues; learning skills of persuasion; giving effective presentations; writing effective emails, letters and reports; successful networking. With the help of this essential guide you will be able to achieve verbal, vocal and visual success and get your message across every time.