

1. Record Nr.	UNINA9910151787803321
Autore	Hasson Gill
Titolo	Brilliant communication skills : what the best communicators know, do and say
Pubbl/distr/stampa	[Place of publication not identified], : Pearson, 2012
ISBN	0-273-76307-5
Edizione	[1st ed.]
Descrizione fisica	1 online resource (xi, 178 p.)
Collana	Brilliant
Soggetti	Interpersonal communication Business communication Journalism & Communications Communication & Mass Media
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Bibliographic Level Mode of Issuance: Monograph
Nota di bibliografia	Includes bibliographical references (p. [171]) and index.
Nota di contenuto	Cover -- Brilliant communication skills -- Contents -- About the author -- Introduction -- Part 1 How to communicate -- What is communication? Knowing your communication style -- Confident communication -- Active listening and skilful questioning -- Reading between the lines: feelings, emotions and attitudes -- What to say, and how to say it -- Put it in writing -- Part 2 Brilliant communication skills in action -- Putting it into practice -- Difficult communication situations -- Conclusion -- Further reading -- Index.
Sommario/riassunto	Learn and practice the powerful skills of good communication to get the very best from relationships both at work and home. Clever tips, techniques, practical pointers and real life examples will help you boost and polish your communication skills as you learn the best ways to say what you mean to get what you want.