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Nota di contenuto	Front matter -- Contents -- Foreword -- Preface -- 1. Plan -- 2. Listen -- 3. Write -- 4. Present -- 5. Meet -- 6. Serve -- Notes -- Recommended Resources -- Index
Sommario/riassunto	Even the best ideas have little value if they are not explained clearly, concisely, and convincingly to others. Scientists, engineers, health care professionals, and technology specialists become leaders in their fields not just by way of discovery, but by communication. In this essential book, two seasoned communication consultants offer specific, focused advice to help professionals develop, improve, and polish their interpersonal communication, writing, and presentation skills. The authors explain exactly how to manage multiple projects and interactions, collaborate with colleagues and others, gain support for ideas through presentations and proposals, and much more.