

1. Record Nr.	UNISA996215400203316
Autore	Adair John
Titolo	The concise Adair on communication and presentation skills [[electronic resource] /] / John Adair; edited by Neil Thomas
Pubbl/distr/stampa	London, : Thorogood, c2003
ISBN	1-280-23322-2 9786610233229 1-4237-2243-4 1-85418-505-5
Descrizione fisica	1 online resource (138 p.)
Altri autori (Persone)	ThomasNeil
Disciplina	658.45
Soggetti	Communication in management Business presentations
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	The author and editor; Introduction; 1 Defining communication; 2 Issues in communication; 3 Listening; 4 Reading skills; 5 Writing skills; 6 Arguing/discussion in communication; 8 Speaking and presentation skills; 9 One-to-one interviews; 10 Managing meetings; 11 Within your organisation; 12 Briefings; 13 Coaching and communication; 14 Summary; Appendix 1 Quotes about communication skills; Appendix 2 Examples of good and bad communication; Appendix 3 Tricks of the trade
Sommario/riassunto	The essential skills of good communication presented by an acknowledged expert, this is John Adair's key advice and best writing on the subject condensed into one book.