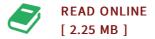




# Communication Essentials for Dummies (Paperback)

By Elizabeth Kuhnke

John Wiley Sons Australia Ltd, Australia, 2015. Paperback. Book Condition: New. 2nd Revised edition. 211 x 137 mm. Language: English . Brand New Book. Get ahead in your personal and professional life with crowd-pleasing communication skills Packed with advice on improving verbal and non-verbal communication skills alike, Communication Essentials For Dummies is a comprehensive, approachable guide to communication no one should be without. Utilising a core range of simple skills, this friendly guide shows you how easy it is to communicate effectively. You ll find out how to listen actively, establish rapport, communicate with credibility, manage communication in difficult situations and converse with ease using modern technology? and lots more. Great communication skills can make all the difference in your personal and professional life, but for those who tend to get a bit tongue-tied under pressure or just have a hard time asserting themselves, voicing thoughts coherently and confidently can be a sweat-inducing experience. Here, expert author Elizabeth Kuhnke takes the intimidation out of communication by sharing her top tips for successful communication in any situation. \* Discover how to get ahead in the workplace by mastering your communication skills \* Realise the benefits of active listening and the...



#### Reviews

Thorough information for ebook enthusiasts. It is rally fascinating through reading through period of time. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- Hillard Macejkovic

This ebook may be worth purchasing. it absolutely was writtern extremely completely and useful. You will not truly feel monotony at whenever you want of your respective time (that's what catalogs are for relating to when you ask me).

-- Idella Halvorson

### **Relevant Books**



### The Well-Trained Mind: A Guide to Classical Education at Home (Hardback)

WW Norton Co, United States, 2016. Hardback. Book Condition: New. 4th Revised edition. 244 x 165 mm. Language: English. Brand New Book. The Well-Trained Mind will instruct you, step by step, on how to give your child an academically rigorous, comprehensive...



Hands Free Mama: A Guide to Putting Down the Phone, Burning the To-Do List, and Letting Go of Perfection to Grasp What Really Matters! (Paperback)

ZONDERVAN, United States, 2014. Paperback. Book Condition: New. 211 x 137 mm. Language: English . Brand New Book. Rachel Macy Stafford s post The Day I Stopped Saying Hurry Up was a true phenomenon on The Huffington Post, igniting countless conversations online...



## Who am I in the Lives of Children? An Introduction to Early Childhood Education (Paperback)

Pearson Education (US), United States, 2015. Paperback. Book Condition: New. 10th Revised edition. 254 x 201 mm. Language: English. Brand New Book. Note: This is the bound book only and does not include access to the Enhanced Pearson eText. To order...



### Any Child Can Write (Paperback)

Oxford University Press Inc, United States, 2003. Paperback. Book Condition: New. 4th Revised edition. 201 x 135 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*\*. Harvey S. Wiener shows how parents can encourage their children to write with a...



### History of the Town of Sutton Massachusetts from 1704 to 1876 (Paperback)

Createspace, United States, 2015. Paperback. Book Condition: New. annotated edition. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. This version of the History of the Town of Sutton Massachusetts from 1704 to 1876 is a labor...



### And You Know You Should Be Glad (Paperback)

HarperCollins Publishers Inc, United States, 2014. Paperback. Book Condition: New. Reprint. 201 x 132 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. A highly personal and moving true story of friend-ship and remembrance from the New York Times bestselling...