

# Improve Your Communication Skills - Alan Barker

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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. Author: Barker, Alan Publisher: Kogan Page Illustration: N Language: ENG Title: Improve Your Communication Skills Pages: 00200 (Encrypted EPUB) / 00200 (Encrypted PDF) On Sale: 2013-03-03 SKU-13/ISBN: 9780749467166 Category: Business & Economics : Business Communication - General Category: Self-Help : General Category: Business & Economics : Careers - General

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