



Easy Step By Step Guide To Communicating With More Confidence

Author :Pauline Rowson / **Category :**Business & Economics /

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Summary : Free easy step by step guide to communicating with more confidence pdf download - communicating effectively should be the simplest thing in the world we talk and listen - or do we and is that all there is to it when things go wrong in a company a friendship a personal relationship communication or rather lack of it or misinterpreting it is often at the heart of the problem improving your communication skills can bring huge rewards it can help you to win more contracts and sales gain promotion manage your organisation or your team more effectively find friendship even love it can enhance relationships both at work and at home so it s worth getting it right isn t it this book will provide tips and techniques to improve communication skills and gain the co-operation of others it includes topics such as how to read interpret and use body language how to create the right visual appearance how to use your voice - tone accent pitch pace etc how to use powerful and persuasive words how to get people to like you how to influence people to your way of thinking how to persuade people to co-operate with you how to get on someone s wavelength and how to hear recognise and use the different communication styles between men and women

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