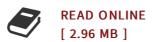




Communication Skills For Dummies (UK Edition)

By Elizabeth Kuhnke

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Communication Skills For Dummies (UK Edition), Elizabeth Kuhnke, The key to perfecting your communication strategy Great communication skills can make all the difference in yourpersonal and professional life, and expert author Elizabeth Kuhnkeshares with you her top tips for successful communication in anysituation. Packed with advice on active listening, building rapport withpeople, verbal and non-verbal communication, communicating using modern technology, and lots more, Communication Skills ForDummies is a comprehensive communication resource noprofessional should be without! * Get ahead in the workplace * Use effective communication skills to secure that new joboffer * Convince friends and family to support you on a newventure Utilising a core of simple skills, Communication Skills ForDummies will help you shine in no time!.



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