



Improve Your Communication Skills (Creating Success)

By 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.

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