



Perfect Communications

Andrew Leigh, Michael Maynard

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Working life is all about relating to people effectively -- and that means communicating well. That's why all employers want people with good communication skills. At work we often spend about half our time generating information and the other half using or dispensing it -- speaking writing, sending information or simply talking to our colleagues.

Perfect Communication shows you how to improve all aspects of your communication skills, with masses of examples, tips and pointers. The book is comprehensive and yet concise and to the point. It is written in simple, clear language and is designed to be of immediate, practical benefit to readers.

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