

The Communication Handbook A Student Guide To Effective

Simon Askey, Ian McLeod



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The Communication Handbook Sandra Cleary, Juta Academic, 2004-04-28 A step by step guide to acquiring effective communication skills this book is written against the background of the growing need for students and professionals to become ever more entrepreneurial The text focuses on how to become a better speaker listener reader and writer All forms of writing are addressed from business letters reports and faxes to e mails academic writing and referencing This new edition covers short messages and grammar using relevant examples and illustrations drawn from familiar situations and diverse cultural backgrounds Accessible to both first and second language speakers it uses in text citations and references that teach correct referencing conventions and gives readers the skills and knowledge to explore the topic further on their own

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