



Become a Great Communicator: Speak with Clarity and Listen with Intent

By Nordie Williams

Createspace, United States, 2014. Paperback. Book Condition: New. 198 x 129 mm. Language: English . Brand New Book ***** Print on Demand *****.Whether your goal is to settle an argument at home, convince an employee or supervisor of a view you believe will strengthen your position in the workplace, or teach a seminar or classroom course successfully, communicating with clarity helps you drive home a point and educate others. Clear and proper communication allows you to draw strength from the resourcefulness of your family, friends, coworkers, subordinates, and superiors. Effective communication improves your relationships on all levels. It helps you win arguments when necessary, reach compromise when this is the better alternative, and resolve differences and misunderstandings. Effective communication helps you build long-lasting relationships of trust and caring. Communication can take many forms, including verbal (spoken words), nonverbal (postures or gestures), and written (letters, emails, or memos). This brief book deals specifically with verbal communication, how to use it successfully, and how to battle barriers that may stand in your way.

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