

The Communication Handbook A Student Guide To Effective Communication

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A step-by-step guide on how to acquire effective communication skills, this book is written against the background of the growing need for students, professionals, and anyone who has to deal professionally with other people to become ever more entrepreneurial. The text focuses on how to become a better speaker, listener, reader, and writer.

~~The Communication Handbook: A Student Guide to Effective ...~~

The Communication Handbook: A Student Guide to Effective Communication: Author: Sandra Cleary: Editor: Sandra Cleary: Publisher: Juta and Company Ltd, 2004: ISBN: 0702159328, 9780702159329: Length:...

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A guide for students to enable them to equip themselves with communication skills, this handbook takes a practical approach, focusing on teaching them how to become better speakers, listeners, readers and writers. It covers all forms of writing, including business letters, reports, faxes, e-mails, academic writing and referencing.

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All forms of writing are addressed, from business letters, reports, and faxes to e-mails, acad. 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.

~~Communication Handbook by Sandra Cleary~~

The communication handbook : [a student guide to effective communication] 5. The communication handbook : [a student guide to effective communication] by Sandra Cleary; Print book: English. 2003. 2nd ed : Lansdowne [South Africa] : Juta 6. The communication handbook : [a student guide to effective communication]

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professional written communication, such as a scientific report. This Handbook is framed as congenial communication from the Faculty to our students, almost speaking directions (as in a syllabus), so second person works well. First person is " I, " or " we. " Using " I " or " we " can be personal but more formal.

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