



How to Communicate Effectively: Read and Learn (Paperback)

By Mr Clive Harman

Createspace Independent Publishing Platform, 2018. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****.Here s how you can quickly and easily get to learn all you want to know about How to Communicate Effectively without leaving your home! That effective communication is the passing of information and confirming it has been received and understood correctly. Whether we are writing or speaking, trying to persuade, inform entertain, explain, convince or educate or any other objective behind the particular communication task we are engaged in. There are four general objectives: To be received - heard or read To be understood To be accepted To get action And when we fail to achieve any of these, we have failed to communicate. It will enable you to learn to understand Written Communication: Permanent, Available for reference, Providing evidence, You have the information in front of you, The Spoken Word, You can get immediate feedback, You can tell by their expression if you are understood, The Listener has chance to ask questions Sounds too good to be true? Well, it isn t if you have the right information. But instead of knocking yourself out trying to come up with just..



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