



## Effective Communication (Paperback)

By Nicholas Harvey

Gill, Ireland, 2014. Paperback. Condition: New. 4th Revised edition. Language: N/A. Brand New Book. The fourth edition of this hugely popular textbook has been updated for the revised Level 5 Communications module [5N0690], which focuses on the four main communication skills of listening, speaking, reading and writing, incorporating all communications technology. New to this edition: Discusses current issues in communications and information technology with emphasis on trends, developments and the impact of social media. Presents all updated legislation in relation to work, including health, safety and welfare at work, and communications-related legislation. Introduces reading techniques - such as skimming, obtaining an overview and identifying key points - as a basis for developing summary writing skills. Includes new hints and tips for students throughout the book. Considers verbal skills, listening skills, and nonverbal and visual communication in one-to-one and group interaction, as well as both personal and work-related settings. Discusses various forms of communications technology and how they can be used in various contexts and for different required results. Presents key research methodologies and editorial skills, including drafting and proofreading. Each chapter contains activities and points of discussion to encourage participation in the classroom, and provides additional web resources for further study and exploration. Written...



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