



Communication Essentials For Dummies

By Elizabeth Kuhnke

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Get ahead in your personal and professional life with crowd-pleasing communication skills

Packed with advice on improving verbal and non-verbal communication skills alike, *Communication Essentials For Dummies* is a comprehensive, approachable guide to communication no one should be without. Utilising a core range of simple skills, this friendly guide shows you how easy it is to communicate effectively. You'll find out how to listen actively, establish rapport, communicate with credibility, manage communication in difficult situations and converse with ease using modern technology — and lots more.

Great communication skills can make all the difference in your personal and professional life, but for those who tend to get a bit tongue-tied under pressure or just have a hard time asserting themselves, voicing thoughts coherently and confidently can be a sweat-inducing experience. Here, expert author Elizabeth Kuhnke takes the intimidation out of communication by sharing her top tips for successful communication in any situation.

- Discover how to get ahead in the workplace by mastering your communication skills
- Realise the benefits of active listening and the value of establishing rapport
- Understand how the use of effective communication skills can help you secure a new job offer
- Recognise how to use effective communication to negotiate your way to personal and professional success

Whether you're looking to climb the corporate ladder, take on a new professional challenge or just want to improve your communication skills in personal and professional relationships, *Communication Essentials For Dummies* will have you listening, voicing and articulating your way to success in no time.

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Editorial Review

From the Back Cover

Learn to:

- Master the art of communication
- Establish rapport with ease
- Negotiate with confidence
- Communicate effectively with modern technology

Listen, connect and articulate your way to success

Your ability to communicate with clarity, courage and commitment is the key to success at work and in your personal life. This friendly guide takes the intimidation out of communicating and shows you step-by-step how to choose — and use — your words and body language wisely when it matters most.

- More than words — communicate with your whole self, consider your listeners' needs and handle awkward situations
- Adapt your style — find out how to change your approach for different audiences
- Can't we all just get along? — develop rapport-building skills and emphasise empathy for better relationships
- Lose the 'tude — understand the effect of your attitude on listeners
- Techno-speak — create a professional communication presence via email and social media

Open the book and find:

- Information about active listening
- Help with deciphering different communication styles
- How to network for business success
- Advice on negotiating with finesse
- Ways to defuse conflict diplomatically
- Tips for speaking with clarity
- How to communicate across cultures

About the Author

Elizabeth Kuhnke is an Executive Presence Coach and managing director and founder of Kuhnke Communication — a company that tailors communication coaching programmes and workshops to individuals and teams around the world.

Users Review

From reader reviews:

Nancy Fisher:

What do you concerning book? It is not important to you? Or just adding material when you really need something to explain what your own problem? How about your time? Or are you busy individual? If you don't have spare time to complete others business, it is give you a sense of feeling bored faster. And you have extra time? What did you do? Everyone has many questions above. They need to answer that question because just their can do that. It said that about book. Book is familiar in each person. Yes, it is right. Because start from on jardín de infancia until university need this specific Communication Essentials For Dummies to read.

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Bruce Zimmerman:

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