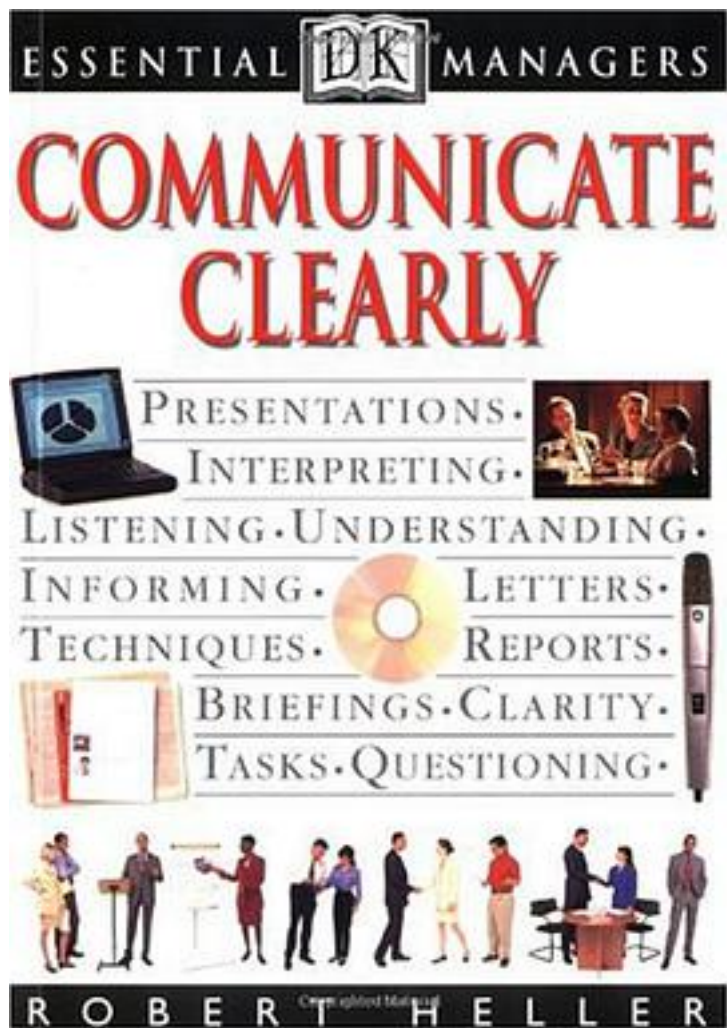


Communicate Clearly



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communications. Learn all you need to know about successful communication, from interpreting body language to writing letters, optimizing meetings, and speaking on the telephone. Communicate Clearly shows you how to hold an audience when making presentations and how to take notes or compile reports, and it also provides practical techniques for you to try in different settings. Power tips help you handle real-life situations and develop the first-class communication skills that are the key to a productive and informed workplace. The Essential Manager have sold more than 1.9 million copies worldwide! Experienced and novice managers alike can benefit from these compact guides that slip easily into a briefcase or a portfolio. The topics are relevant to every work environment, from large corporations to small businesses. Concise treatments of dozens of business techniques, skills, methods, and problems are presented with hundreds of photos, charts, and diagrams. It is the most exciting and accessible approach to business and self-improvement available.

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