

# business english - 10 best communication secrets



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This book is designed as a practical guide to the key communication skills you need

when doing international business in English.

It has two main sections:

1. A story which runs throughout the book. Here a wise old man gives practical suggestions to the new manager, Andreas Blunt, who is willing and open to learning the skills he needs to run his company.
2. An explanation of the 10 secrets along with exercises which are designed to be done as you work through the book.

作者介绍:

John A. Doorbar was born in Nantwich, UK, in 1961.

He currently works as a Communication Skills Trainer for international firms working in Germany. These companies need to be able to communicate effectively in English to be successful in their business.

He originally studied Theology at the University of Oxford, and then went on to train in Accelerated Learning Techniques. He has lived and worked in

Italy, England and Germany where he has trained company staff and managers.

His seminars and workshops focus on the following topics:

Presenting with impact

Win-win Negotiating skills

Communication and Conflict Resolution

Essential Communication skills for Executive Secretaries

As a keen sportsman and golf coach he also offers:

Golf and Communication skills for Executives.

Here the golf game is used as a metaphor for effective management.

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