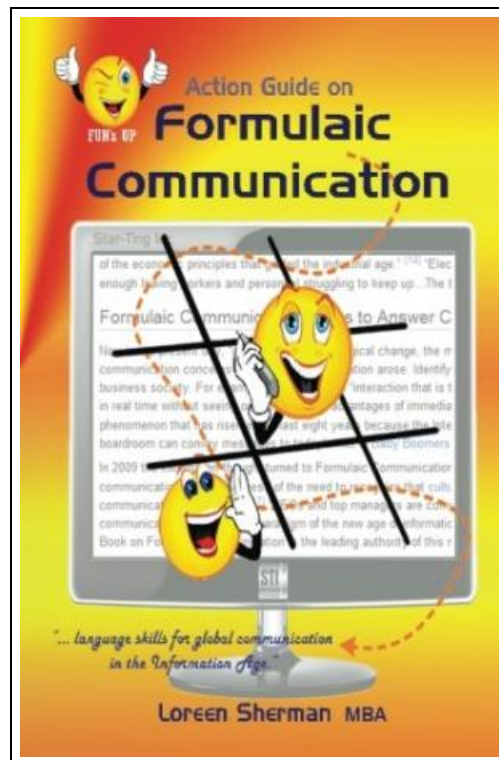


## The Action Guide on Formulaic Communication: Language Skills for Global Communication in the Information Age



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Star-Ting Incorporated, United States, 2012. Paperback. Book Condition: New. 216 x 140 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.This Action Guide is a perfect accompaniment to The Book on Formulaic Communication and a tool to learn how to improve business communication skills which are needed as international business faces the paradigm shift of the Information Age. Inside the pages the reader learns seven action steps.Written in a fun, open-dialogue format to bring the fun back into learning! What is the importance of business communication? Did you know that all business processes are affected by the way each speaks and understands one another? Project scope and time management are affected when the messages are not heard or understood. Learn How to: Improve team communication. The features of an authentic conversation. Why people do not agree. What the focal cause of conflict actually is. A stylized approach to business communication. 32 Formulaic Communication Acclamations. Key conversation strategies. Did you know there are eight barriers to successful communication? Need help persuading acceptance on your next project proposal? Or simply, team buy-in ? Effective communication starts with business communication essentials. What can this tool do for your business leadership? Inside the pages the reader learns keys to improve business communication in seven action steps. Get a roadmap to improve your business communication skills. This Guide reveals 20 immediate take-aways! How to engage others to listen. How to improve your listening skills. Over 37 possible innovation targets. How to spot strengths and weaknesses in speech patterns. Build up your relationships with better team communication. Understand and develop savvy communication skills to deal with office politics and gossip. Learn communication skills that enable change. Learn the formula inside Formulaic Communication! Develop credibility based on what and how you speak. Get this...

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