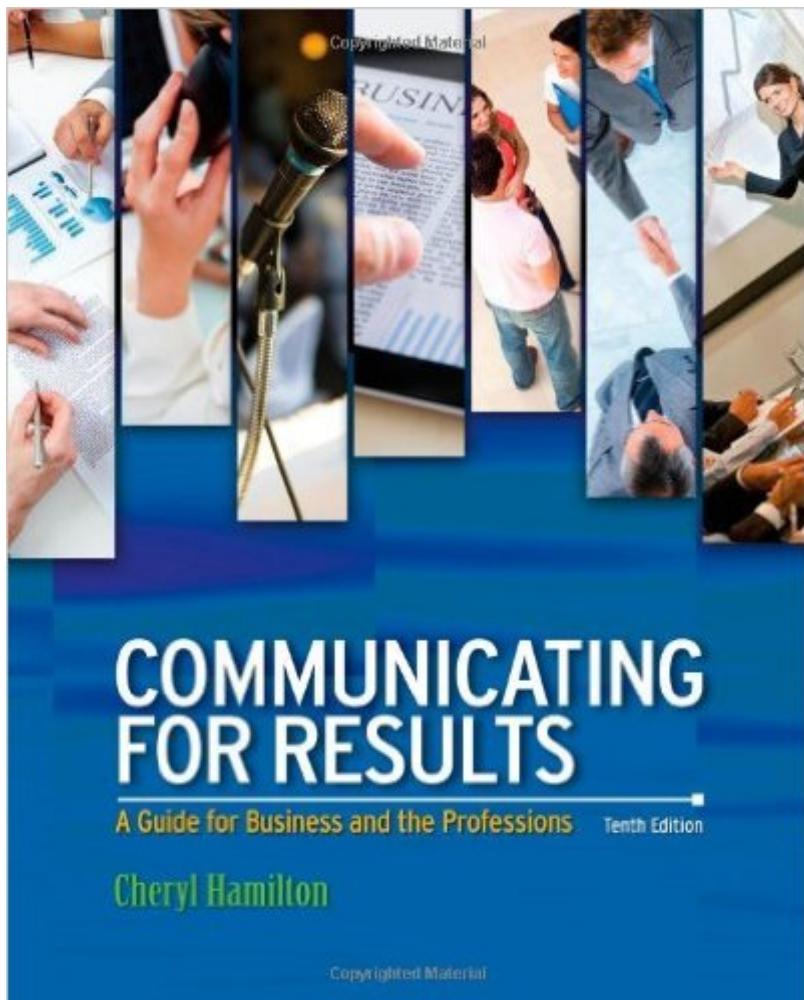


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# Communicating For Results: A Guide For Business And The Professions



## **Synopsis**

This best-selling text will show you the basic concepts and techniques you need to successfully communicate in today's business world, regardless of your current level of business experience. Covering every aspect of the communication process, **COMMUNICATING FOR RESULTS: A GUIDE FOR BUSINESS AND THE PROFESSIONS**, Tenth Edition, will give you a competitive edge in any business situation--from the initial interview to making skilled presentations (complete with professional visual aids) to assuming a leadership role. In addition, you'll find online video clips of common professional scenarios paired with the concepts from the text give you a realistic glimpse into the business world. **COMMUNICATING FOR RESULTS: A GUIDE FOR BUSINESS AND THE PROFESSIONS**, Tenth Edition, is your opportunity to see how theory translates into practical action--and how that knowledge will help you improve your chance of career success!

## **Book Information**

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## **Customer Reviews**

There is a lot of useful information in this book on how to effectively communicate, but honestly, some of the information seemed like common sense for me. I feel cheated in having to take a course on communication for my accounting major, but the class itself wasn't hard. Topics covered that i remember are:1) guides to powerpoint2) how to do well in an interview3) different types of communication channels (face to face, email, letter, memo, etc...)4) cultural differences: western vs eastern, individualistic vs collectivist...5) conflict management - how to deal with conflicts in the workplace (harassment, bullying...)6) and others...

This book, is probably the most useless form of academic material on planet Earth. The fact that a rain forest was chopped down so that the words "small-group communication: involves a small number of people, usually engaged in face-to-face interaction, actively working together toward a common goal" could be written on the pages is the most horrific use of natural resources ever devised (Hamilton, 262). [yeah check out that APA format so you know its real.] When you are forced to purchase this garbage for your college course (because there is no other reason on the face of the planet that you would need to/or should read this blathering that a grade school english teacher could write in one night with 2 bottles of wine in her) let me sum up every single chapter for you in one sentence so that you don't blow \$80 in your university bookstore... There are a lot of ways to communicate with someone: your words, the way you dress, your body language - make sure that you have basic understanding of social interactions and have some understanding that there are different cultures, and that sometimes the middle finger to someone means "hello, i love you". The end, Cheryl Hamilton i want my money.

This book is a required text for school, but light weight and easy to navigate

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Item just as described

Really useful book!

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