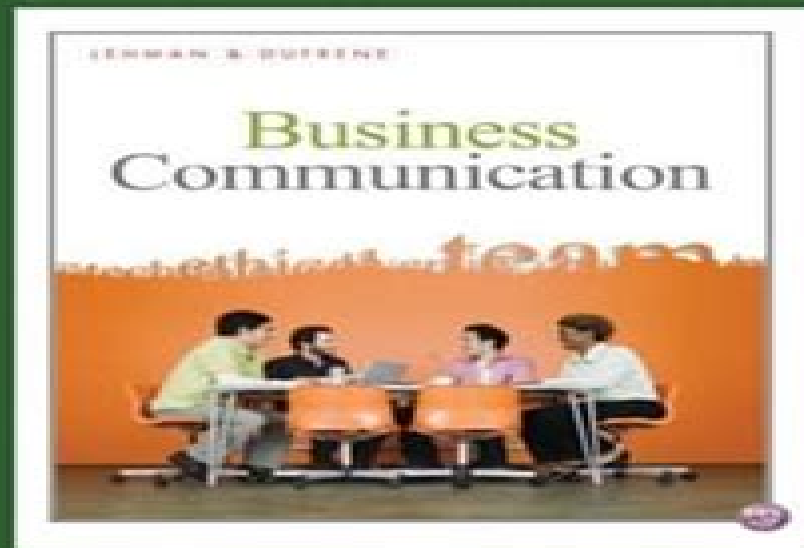


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Communication for Business and the Professions: Strategie s and Skills Judith Dwyer,2012-10-15 The comprehensive how to guide to preparing students for the demands they ll face on the job Dwyer thoroughly addresses the new media skills that employees are expected to have in today s business environment Now titled Communication for Business and the Professions Strategies and Skills the fifth edition presents these technologies in the context of proven communication strategies and essential business English skills With new and updated content on social media and technology Dwyer provides comprehensive coverage of communication strategies and skills by linking theory and research with practical skills and examples Dwyer believes in expanding our knowledge of what we can do to interact effectively and provides us with working models to practise and refine how well we do it This edition continues to provide a solid background in communication stimulate critical thinking and promote active learning through a variety of features and activities

Communicating to Lead and Motivate William C. Sharbrough,2017-09-11 Effective leaders lead by communicating It is through communication that leadership is enacted as leaders influence followers to behave in ways that achieve the leader s and the organization s goals This book applies leadership theory and research to communication in ways that are easily understood and can be applied to any situation where individuals find themselves in a leadership position in an organization whether as a front line or top level leader The book begins with a basic explanation of the leadership process and how leaders express their vision It then looks at how leaders can create positive relationships with followers that pay off in effective performance Next the book investigates how leaders motivate their followers by creating follower self efficacy trust and valued rewards Then the focus changes to the specific types of messages a leader can use to motivate followers Leading is about change so the book next looks at ways effective leaders communicate in leading change in organizations and at how the changing workforce is effecting how effective leaders communicate with the new workforce *E-Business and*

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John W. Swain, Kathleen Dolan Swain, 2015-01-28. Intended for both students and practitioners in public administration who want to communicate more effectively with a variety of audiences, this book offers clear, easy-to-understand guidelines on how to write more clearly, concisely, and coherently, as well as correctly. It covers the basics of good English and applies those basics to general forms such as memos, letters, and e-mails, and more specific forms such as newsletters, proposals, budget justifications, and rules used in the public sector.

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