



# Communication Essentials For Dummies

By Elizabeth Kuhnke

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## Communication Essentials For Dummies By Elizabeth Kuhnke

### Get ahead in your personal and professional life with crowd-pleasing communication skills

Packed with advice on improving verbal and non-verbal communication skills alike, *Communication Essentials For Dummies* is a comprehensive, approachable guide to communication no one should be without. Utilising a core range of simple skills, this friendly guide shows you how easy it is to communicate effectively. You'll find out how to listen actively, establish rapport, communicate with credibility, manage communication in difficult situations and converse with ease using modern technology — and lots more.

Great communication skills can make all the difference in your personal and professional life, but for those who tend to get a bit tongue-tied under pressure or just have a hard time asserting themselves, voicing thoughts coherently and confidently can be a sweat-inducing experience. Here, expert author Elizabeth Kuhnke takes the intimidation out of communication by sharing her top tips for successful communication in any situation.

- Discover how to get ahead in the workplace by mastering your communication skills
- Realise the benefits of active listening and the value of establishing rapport
- Understand how the use of effective communication skills can help you secure a new job offer
- Recognise how to use effective communication to negotiate your way to personal and professional success

Whether you're looking to climb the corporate ladder, take on a new professional challenge or just want to improve your communication skills in personal and professional relationships, *Communication Essentials For Dummies* will have you listening, voicing and articulating your way to success in no time.

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## **Communication Essentials For Dummies By Elizabeth Kuhnke Bibliography**

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## Editorial Review

From the Back Cover

### *Learn to:*

- Master the art of communication
- Establish rapport with ease
- Negotiate with confidence
- Communicate effectively with modern technology

### **Listen, connect and articulate your way to success**

Your ability to communicate with clarity, courage and commitment is the key to success at work and in your personal life. This friendly guide takes the intimidation out of communicating and shows you step-by-step how to choose — and use — your words and body language wisely when it matters most.

- More than words — communicate with your whole self, consider your listeners' needs and handle awkward situations
- Adapt your style — find out how to change your approach for different audiences
- Can't we all just get along? — develop rapport-building skills and emphasise empathy for better relationships
- Lose the 'tude — understand the effect of your attitude on listeners
- Techno-speak — create a professional communication presence via email and social media

### **Open the book and find:**

- Information about active listening
- Help with deciphering different communication styles
- How to network for business success
- Advice on negotiating with finesse
- Ways to defuse conflict diplomatically
- Tips for speaking with clarity
- How to communicate across cultures

About the Author

**Elizabeth Kuhnke** is an Executive Presence Coach and managing director and founder of Kuhnke Communication — a company that tailors communication coaching programmes and workshops to individuals and teams around the world.

## Users Review

**From reader reviews:**

**Fernando Rowe:**

This Communication Essentials For Dummies book is simply not ordinary book, you have it then the world is in your hands. The benefit you get by reading this book will be information inside this reserve incredible fresh, you will get information which is getting deeper anyone read a lot of information you will get. This particular Communication Essentials For Dummies without we realize teach the one who examining it become critical in contemplating and analyzing. Don't end up being worry Communication Essentials For Dummies can bring when you are and not make your case space or bookshelves' become full because you can have it with your lovely laptop even phone. This Communication Essentials For Dummies having excellent arrangement in word in addition to layout, so you will not truly feel uninterested in reading.

**Donna Jost:**

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**Donna Graham:**

This Communication Essentials For Dummies is great guide for you because the content that is full of information for you who else always deal with world and possess to make decision every minute. This particular book reveal it facts accurately using great organize word or we can say no rambling sentences inside it. So if you are read that hurriedly you can have whole info in it. Doesn't mean it only provides you with straight forward sentences but difficult core information with attractive delivering sentences. Having Communication Essentials For Dummies in your hand like having the world in your arm, info in it is not ridiculous one. We can say that no book that offer you world with ten or fifteen moment right but this book already do that. So , this really is good reading book. Hey Mr. and Mrs. stressful do you still doubt that?

**April Harry:**

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