



Business Communication: Your Mentor and Guide to Doing Business Effectively

By Business Essentials Harvard, Harvard Business School Press

Harvard Business Review Press. Paperback. Book Condition: new. BRAND NEW, Business Communication: Your Mentor and Guide to Doing Business Effectively, Business Essentials Harvard, Harvard Business School Press, Effective communication is a vital skill for everyone in business today. Great communicators have a distinct advantage in building influence and jumpstarting their careers. This practical guide offers readers a clear and comprehensive overview on how to communicate effectively for every business situation, from sensitive feedback to employees to persuasive communications for customers. It offers advice for improving writing skills, oral presentations, and one-on-one dealings with others. Contents include: <MENU> Understanding the optimal "medium" to present information Learning the best timing to deliver a message Delivering an effective presentation Drafting proposals Writing effective e-mails Improving self-editing skills Plus, readers can access free interactive tools on the Harvard Business Essentials companion web site. Series Adviser: Mary Munter Professor Mary Munter has taught management communication for over twenty-five years, for seven years at the Stanford Graduate School of Business and since 1983 at the Tuck School of Business at Dartmouth. Professor Munter is considered one of the leaders in the management communication field. Among her publications is Guide to Managerial Communication-recently published in its sixth...



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Reviews

Extensive information for book fans. It is written in basic words and never hard to understand. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- **Otis Wisoky**

This publication is great. It is full of wisdom and knowledge You will not really feel monotony at any time of the time (that's what catalogs are for relating to when you ask me).

-- **Dr. Everett Dicki DDS**