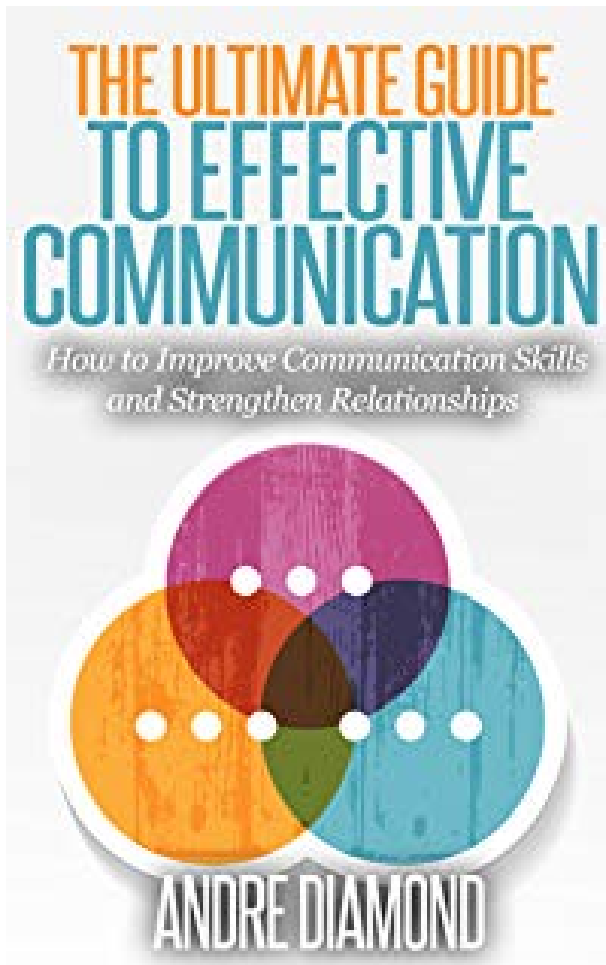


The Ultimate Guide to Effective Communication



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Communication is one of the most important resources at our disposal because it connects us to the people around us and to the world that we live in. Whether it's a casual conversation, a simple tap on the back to get someone's attention, or an e-mail from your boss, communication tells us what other people want us to know and allows us to tell others what we think or how we feel. This book is a very quick read and it's divided into two parts. The first part of this book will go over the essential components of effective communication, covering things like communication basics, different types of communication, things that either help or hinder effective communication, strategies for developing your listening skills, and tips for being a confident communicator. The second part of this book is dedicated to discussing important communication practices in the workplace. If you take the time to learn and apply these strategies, they will serve as stepping stones toward a more successful career. As a bonus, I have also compiled some tips from public speaking experts so that you will be able to improve your public speaking skills along with your general communication.