



Business Communication Strategies And Skills

Richard Huseman



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Business Communication Strategies Scott Smith,2010-03 Business Communication Strategies teaches the vital

everyday language typically used in all aspects of running a business from being comfortable with small talk to effective teamwork on business plans and marketing strategies Each of the 24 units deals with communication strategies skills that business people need in order to be successful communicators These strategies include showing interest and appreciation offering assistance telephoning making decisions motivating others running meetings handling criticism presenting ideas writing resumes interviewing emailing and many others The downloadable audio program see ProLinguaLearning com for details features native speakers expressing in dialogs the discourse of everyday business communication The free downloadable Teacher s Handbook and Answer Key includes tips for using the material complete scripts of the dialogs answers to sequencing and matching exercises and a section of vocabulary cards sheets of 12 business related terms that can be cut up and made into cards for practicing over 200 business terms that are used throughout the text

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