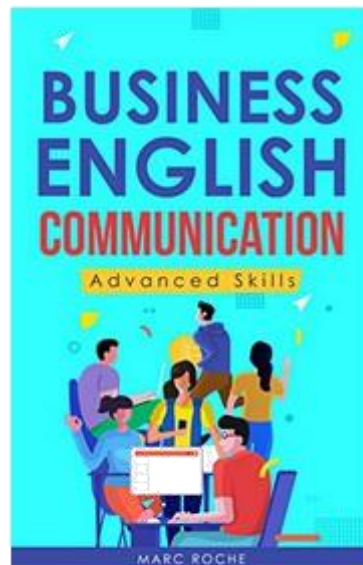


Business English Communication: Advanced Skills ©. Master English for Business & Professional Purposes

b/books · 12 hours ago · 318 by K3vinN in Books > EBooks



English | 2020 | ASIN: B08JJZ151M | 142 Pages | PDF/EPUB/AZW3/MOBI | 5.65 MB

Master the art of business English communication to improve your influence and results NOW.

Successful business English communication is as much about reaching your personal goals as it is about helping others. It's give and take, happy mediums, win-win, all that and more.

Learn to:

- Structure your written and spoken messages and create a conversation that leads your reader into wanting to take the action you want.

- Come across as smarter, more confident, and more capable at work.
- Condition yourself to succeed with one of the most important skills you can learn- business communication
- Establish and maintain trust to connect with your colleagues, clients, partners and superiors.
- Save time when it comes to writing, by maintaining clear objectives and organization.
- Prevent conflict and stress by making your points and intentions clear and honest, but at the same time diplomatic.

Grab the lessons in this book, apply them to your business speaking and writing and succeed!