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Topics covered include interpersonal communication, group communication, written presentation, oral presentation and the use of electronic media.

This is a wide-ranging, up-to-date introduction to modern business communication, which integrates communication theory and practice and challenges many orthodox views of the communication process. As well as developing their own practical skills, readers will be able to understand and apply principles of modern business communication. Among the subjects covered are: interpersonal communication, including the use and analysis of nonverbal communication group communication, including practical techniques to support discussion and meetings written presentation, including the full range of paper and electronic documents oral presentation, including the use of electronic media corporate communication, including strategies and media. The book also offers guidelines on how communication must respond to important organizational issues, including the impact of information technology, changes in organizational structures and cultures, and the diverse, multicultural composition of modern organizations. This is an ideal text for undergraduates and postgraduates studying business communication, and through its direct style and practical relevance it will also

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satisfy professional readers wishing to develop their understanding and skills.

This practical guide to the psychology of effective communication is suitable for anyone for whom communication in groups is a key part of their job. No previous knowledge of psychology is assumed and the emphasis is on exercises, key point summaries, assessment and improving your skills in everyday situations like committees, project teams, seminars and focus groups. Suitable as an introduction for psychology students, it will be invaluable for students of business, medicine, allied health, social work and probation, whether studying on a short course or attending an intensive training session as part of their continuing professional development.

How can you succeed in media, communication and cultural studies? How can you sort out your dissertation? This guide defines the field, provides easy tips on being a good learner and supplies a trouble-shooting and problem solving guide for all aspects of your study.

`The book is a good read. Gabriel has an engaging writing style, liberally

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interspersed with vignettes, cases, and quotes.... While the reader may not agree with some of what Gabriel is espousing, the author presents his material in a non-judgemental manner.... And who knows ? Maybe Gabriel is foreshadowing some new directions in organizational theory and even new research methodology' - Journal of Occupational and Organizational Psychology This book is a comprehensive and systematic examination of the insights psychoanalysis can offer to the study of organizations and organizational behaviour. Richly illustrated with examples, Yiannis Gabriel's exhaustive study provides fresh understandings of the role of creativity, control mechanisms, leadership, culture, and emotions in organizations. Core theories are explained at length and there is a chapter on research strategies. Extensive reference is made to practical cases, and there is a review of the key debates.

Oliver presents an academic commentary and literature review on theoretical concepts of integrated corporate communication, stressing the importance of two way communication and of developing a better understanding of the priorities of others.

It is widely recognized that communication is at the very heart of effective management. There is therefore an ever-expanding demand for valid and

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generalizable information on how best to relate to people in organizational contexts.; Communication Skills for Effective Management demonstrates how, for managers to be successful, they need to employ a range of key communication skills, styles and strategies. The contents are based upon the authors' experiences of researching, teaching and consulting in a range of private and public sector organizations. From their academic and real-world involvement they have identified the core skills of effective management.; Presented in an academically rigorous yet student-friendly way, the reader is encouraged to interact with the material covered. Each chapter contains a series of boxed text, diagrams, tables and illustrations which summarize core points. Exercises are also provided to enable managers to put the material reviewed into practice. A text for undergraduate business and management students studying business communication and MBA students, this book should also be useful for practising managers.

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