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Communicate in a way to develop and maintain positive relationships, trust and confidence. Make an effort to use basic strategies to overcome communication barriers. The way that you communicate impacts your ability to get along with people and get the things that you want/need done. Communication, whether verbal, written or visual can

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Jeanne Marquardt Elmhorst is the author of 'Communicating at Work: Principles and Practices for Business and the Professions', published 2009 under ISBN 9780073385174 and ISBN 0073385174.

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Work Description Highly regarded for its clarity, wealth of examples, and practical suggestions, this successful text offers a comprehensive look at oral communication in business and professional settings -- from preparing and delivering presentations to interviewing, from group problem-solving to interpersonal communication in the workplace.

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