



# Communicating at Work

*Tony Alessandra*

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## **Communicating at Work** Tony Alessandra

In today's competitive workplace, your ability to communicate is your most important business skill.

This valuable handbook to better business communication can help you develop the skills you need to succeed. Using real-life examples, it offers practical, easy-to-use instruction in writing effective memos and reports, making memorable presentations, and leading productive meetings. It also introduces key telephone skills, shows you how to interpret body language and personal communication styles -- and teaches you the critical listening and questioning skills you need to get ahead.

Whether you're a top manager trying to lead a large organization or one of the millions of people who actually get the work done, *Communicating at Work* can help you be more effective, get more of what you want out of work, and improve your chances for success.

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