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Elizabeth Kuhnke is a Positive Impact Coach and the Managing Director and founder of Kuhnke Communication, a company that tailors communication coaching programmes and workshops to individuals and teams across the UK, Europe and the Far East. Elizabeth is the author of Body Language For Dummies and Persuasion & Influence For Dummies.

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The key to perfecting your communication strategy Great communication skills can make all the difference in your personal and professional life, and expert author Elizabeth Kuhnke shares with you her top tips

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for successful communication in any situation. Packed with advice on active listening, building rapport with people, verbal and non-verbal communication, communicating using modern technology, and lots more, Communication Skills For Dummies is a comprehensive communication resource no professional should be without! Get ahead in the workplace Use effective communication skills to secure that new job offer Convince friends and family to support you on a new venture Utilising a core of simple skills, Communication Skills For Dummies will help you shine—in no time!

What does your body language say about you? From strangers on the street, to your closest friends and family – even if you're not speaking, you're saying a lot with your body. Body Language explores the way we use our bodies to communicate, the way we hold ourselves, the way we sit, stand, and point our hands, feet and eyes can all reveal how we are feeling in any given situation. This book explores the body language we use in a wide-range of business and personal-life scenarios, from delivering a presentation at work to how you should act on a first date! Packed with images to clearly demonstrate each of the scenarios discussed, Body Language will help you understand the way others around you choose to communicate and also what you are saying with your own body. These valuable skills will improve your day

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to day communication, helping you to judge situations and understand how others around you are feeling. Use Body Language to: Harness the power of your own body language Communicate confidently to all of those around you Dip in and out of useful scenarios to find the best advice for you Understand people's hidden emotions and learn what you are hiding yourself Tackle those important life events, such as interviews, first dates, important meetings and more!

If you are puzzled by other people or want to improve the impression you give, knowing about body language could be the key. In this book you'll discover how the body reveals what people really mean and how you can use your body and your expressions to improve your self-image to others. It explores why we give the signals we do, how to read the most common expressions and goes on to show how you can use your new understanding of body language for success at work, in relationships and in your communication. Actions really do speak louder than words!

Get ahead in your personal and professional life with crowd-pleasing communication skills Packed with advice on improving verbal and non-verbal communication skills alike, Communication Essentials For Dummies is a comprehensive, approachable guide to communication no one should be without. Utilising a core range of simple skills, this

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friendly guide shows you how easy it is to communicate effectively. You'll find out how to listen actively, establish rapport, communicate with credibility, manage communication in difficult situations and converse with ease using modern technology - and lots more. Great communication skills can make all the difference in your personal and professional life, but for those who tend to get a bit tongue-tied under pressure or just have a hard time asserting themselves, voicing thoughts coherently and confidently can be a sweat-inducing experience. Here, expert author Elizabeth Kuhnke takes the intimidation out of communication by sharing her top tips for successful communication in any situation. Discover how to get ahead in the workplace by mastering your communication skills Realise the benefits of active listening and the value of establishing rapport Understand how the use of effective communication skills can help you secure a new job offer Recognise how to use effective communication to negotiate your way to personal and professional success Whether you're looking to climb the corporate ladder, take on a new professional challenge or just want to improve your communication skills in personal and professional relationships, Communication Essentials For Dummies will have you listening, voicing and articulating your way to success in no time.

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Provides advice on being more persuasive and influential to others and presents ways in which this can be used to achieve success in work and life.

Straightforward guide to taking control of your emotions. Being aware of and in control of your emotions is one of the keys to success in life -- both professionally and personally. Emotional Intelligence For Dummies will show you how to take control of your emotions rather than letting your emotions control you! Discover how developing your emotional intelligence can further your relationships with others, in the workplace and at home. Emotional awareness is also a critical skill for career success, and Dr. Stein provides practical exercises for developing this skill and achieving your professional and personal goals. He also provides valuable insights into how emotional intelligence can be applied to raising children and teenagers and realizing personal happiness. Full of lively anecdotes and practical advice, Emotional Intelligence For Dummies is the ideal book for anyone who wants to get smart about their feelings and reach the next level at work and at home. Manage your emotions - identify your feelings, determine what beliefs cause negative emotions, and stop self-destructive behaviors Discover the power of empathy - read other people's emotions through facial cues and body language and show them

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you understand their feelings Thrive at work - find a job that's right for you, overcome hassles and fears, and develop your leadership skills Build and sustain meaningful relationships - discover how to take your partner's emotional temperature and manage emotions to grow closer Raise an emotionally intelligent child - keep your cool with your child, coax shy children out of their shells, and get your child to be less aggressive and defiant

Find your voice, and communicate with confidence Ever wondered why nobody hears you in meetings, or wished people would take you more seriously? Or maybe you're unhappy with your accent, or you feel insecure about your high-pitched or monotonous voice? Voice and Speaking Skills For Dummies will help you to discover the power of your voice, understand how it works, and use your voice like a professional whether in meetings, addressing an audience, or standing in front of a classroom. Take a deep breath, relax those vocal cords, and make your speech sparkle! We're not all planning to become politicians, or likely to address large audiences on a regular basis, but we all need to be able to communicate well to achieve success. Certain professions require a high level of vocal confidence, notably teachers and business leaders. As well as using body language effectively, we also rely on our voice to convey passion, exude

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enthusiasm, and command attention--and that's before we've considered the content of our words! A clear understanding of how your voice works, how to maximize its effectiveness, and ways to overcome voice 'gremlins' such as speaking too fast, stuttering, or sounding childish, is pivotal to enabling you to succeed, whatever the situation. Highlights the importance of your voice, explains how to use it effectively Gives you confidence in public speaking Helps you use your voice to make a great first impression in all aspects of your life Includes a CD with vocal exercises to help you communicate with confidence. Whether you're looking to improve your speaking skills for work or personal gain--or both--Voice and Speaking Skills For Dummies gives you everything you need to find your voice and communicate with confidence. Note: CD and other supplementary materials are not included as part of the e-book file, but are available for download after purchase.

Communicating Effectively For Dummies shows you how to get your point across at work and interact most productively with bosses and coworkers. Applying your knowledge and skill to your job is the easy part; working well with others is often the hard part. This helpful guide lets you maximize your personal interactions, even when resolving conflicts, dealing with customers, or giving difficult

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presentations. Whether you're the CEO of a major corporation, a small business owner, or a team manager, effective and clear communication is imperative to your success. From keeping your listener engaged to learning to become a better listener, *Communicating Effectively For Dummies* offers all the strategies, tips, and advice you need to: Learn how to become an active listener Accentuate the positive in negative situations Find win-win solutions for conflicts Stay on track when writing e-mails and letters Handle presentations, interviews, and other challenges Speak forcefully and assertively without alienating others Management consultant Marty Brounstein – author of *Handling the Difficult Employee* and *Coaching and Mentoring For Dummies* – gives you the keys to a thriving career with expert advice on effective verbal and nonverbal communication. From mastering your own facial expressions (and reading them in others) to being a happy boss, Brounstein covers all the angles: Becoming aware of your own assumptions Dealing with passive-aggressive communicators What to say to help someone open up to you Communicating through eye contact and body language Maintaining a positive attitude Dealing with sensitive issues Effective conflict resolution models When to use e-mail, the phone, or a face-to-face meeting Dealing with angry customers Coaching your staff to communicate better In today's high-stress work environment, good communication skills are imperative for keeping your

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cool and getting your point across. Knowing what to say and how to say it, as well as being a good listener, can often be the difference between getting ahead and just getting by. This handy, friendly guide shows you how to avoid common conflicts and make your voice heard in the office.

Turbocharge your reasoning with Critical Thinking Just what are the ingredients of a great argument? What is the secret to communicating your ideas clearly and persuasively? And how do you see through sloppy thinking and flim-flam? If you've ever asked any of these questions, then this book is for you! These days, strong critical thinking skills provide a vital foundation for academic success, and Critical Thinking Skills For Dummies offers a clear and unintimidating introduction to what can otherwise be a pretty complex topic. Inside, you'll get hands-on, lively, and fun exercises that you can put to work today to improve your arguments and pin down key issues. With this accessible and friendly guide, you'll get plain-English instruction on how to identify other people's assumptions, methodology, and conclusions, evaluate evidence, and interpret texts effectively. You'll also find tips and guidance on reading between the lines, assessing validity - and even advice on when not to apply logic too rigidly! Critical Thinking Skills for Dummies: Provides tools and strategies from a

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range of disciplines great for developing your reflective thinking skills Offers expert guidance on sound reasoning and textual analysis Shows precisely how to use concept mapping and brainstorming to generate insights Demonstrates how critical thinking skills is a proven path to success as a student Whether you're undertaking reviews, planning research projects or just keen to give your brain a workout, Critical Thinking Skills For Dummies equips you with everything you need to succeed.

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