



# **Brilliant Communication Skills, revised 1st edition**

## **(Brilliant Business)**

*Gill Hasson*

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## **What does it take to be a successful communicator?**

Just about every job requires excellent communication skills. To get ahead at work you need to be able to express yourself clearly *and* understand the feelings, needs and intentions of others.

So how can you make sure other people understand you and that you respond appropriately to other people? Whether it's giving a presentation, getting your point across in a meeting, or understanding the effects of body language, the proven tips and techniques provided in this book will get you communicating more effectively and successfully in no time!

- Explain yourself clearly, and get your point across easily
- Know what to say to help others open up to you
- Feel confident about communicating with a wide range of people



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