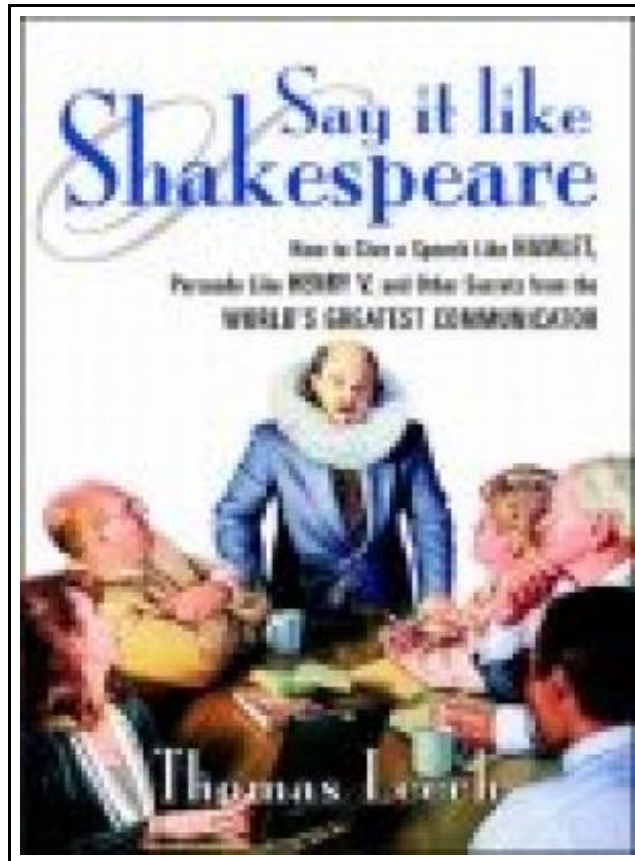


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Tata McGraw-Hill Education Pvt. Ltd., 2005. Softcover. Book Condition: New. First edition. The Bard`s Timeless Tips for Better Communication Thomas Leech, one of today`s most sought-after experts on public speaking and business communication, teams up with William Shakespeare, the acknowledged master of language timing and persuasion, to offer you powerful lessons on how to be a great communicator. Combining clear, easy-to-follow how-tos, with pithy examples, insights, and witticisms from Shakespeare`s immortal works, Say It Like Shakespeare arms you with the knowledge and skills you need to get your message across to audiences from one to one thousand. Among other things, you`ll learn how to: * Polish your personal sending ability through better use of language, voice, appearance, and nonverbal messages * Be a better listener and responder in a variety of situations * Plan strategy, size up audiences, organize ideas, and use punchy stories and examples to win over your audiences * Enhance readiness and meeting success via more astute use of visual aids, props, equipment, arrangements, and practice * Nurture a project team toward a successful outcome, cleverly shoot down the opposition, and reinspire your downfallen colleagues Table of contents Part I: The Path to Better Communication. Chapter 1: Why the Bard as Communication Guru? Chapter 2: Exceeding Wise or Counterfeit Rascal: What`s Your Personal Scorecard? Chapter 3: Mend Your Speech a Little: Ready to Go? Part II: The Sender`s Role. Chapter 4: Speak the Speech, Trippingly: Tune Up That Voice. Chapter 5: Speak Plain and to the Purpose: Enhancing Language Power. Chapter 6: Is Your English Frittered? Overcoming Language Deficiencies. Chapter 7: Suit the Action to the Word: Body Language That Works for You. Chapter 8: Let the Apparel Proclaim the Man (and Woman): Appearance as a Positive Factor. Chapter 9: Get Into a Winning State of Mind....

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