



Mastering Communication: Fourth Edition (Palgrave Master Series)

By Nicky Stanton

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This book is for anyone wanting to improve their communication skills and knowledge of how communication works in organizations. It provides guidance on telephoning and text messaging, interviewing, meetings, giving presentations, speaking in public, let

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'This text's strength is the range of communication it covers – it is comprehensive and shows a regard for the finer points.' - Sue Hutchings, School of Health and Social Care, Oxford Brookes University, UK

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About the Author

Nicky Stanton is a Management Consultant and Trainer in Management Development and Communication.

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