

Communicating *for* Results

A Guide for Business
and the Professions



Cheryl Hamilton • Tony L. Kroll

Communicating Results Guide Business Professions

Sandra Senft, Frederick Gallegos



Communicating Results Guide Business Professions:

Communicating for Results Cheryl Hamilton, Cordell Parker, 1997 Drawing on case studies and research from both management and communications fields this text provides students with an understanding of the basic concepts and techniques needed to communicate successfully in today's business world Separate chapters on the communication process and organizational theory form the foundation for later discussions of interpersonal relationships effective listening nonverbal communication and obstacles to organizational communication Two chapters are devoted to interviewing with special attention given to informational and employment interview strategies Subsequent chapters examine small groups and leadership within them The three final chapters offer guidance in informative and persuasive presentations including attention to verbal delivery and visual aids

Communicating for Results Hamilton, 1990-03-01

Communicating for Results Lisa Benedetti, Bobbi Rhe Stringer, Cheryl Hamilton, 2001

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