

In this informative communication skills work book, you are given practical lessons to improve your daily communication skills at work and home. Betty Lochner urges us to listen, to slow down, and to use some small but powerful effective communication skills in our daily lives. This book is filled with weekly communication tips, quotes, and advice that you can ponder and practice. You are encouraged to set a few minutes aside at the beginning of your week to read and implement the communication tip of the week. If you commit to this weekly routine for a year, you will see remarkable differences in your relationships at work and at home.

Johannes von Muller *samtliche Werke* (German Edition), *Nineveh and its remains: with an account of a visit to the Chaldean Christians of Kurdistan, and the Yesidis, or devil worshippers; and an inquiry into the manners and arts of the ancient Assyrians*, *Focus on Devon and Cornwall* (AA Illustrated Reference), *The History Thieves: Secrets, Lies and the Shaping of a Modern Nation*, *Fortunate Son*,

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