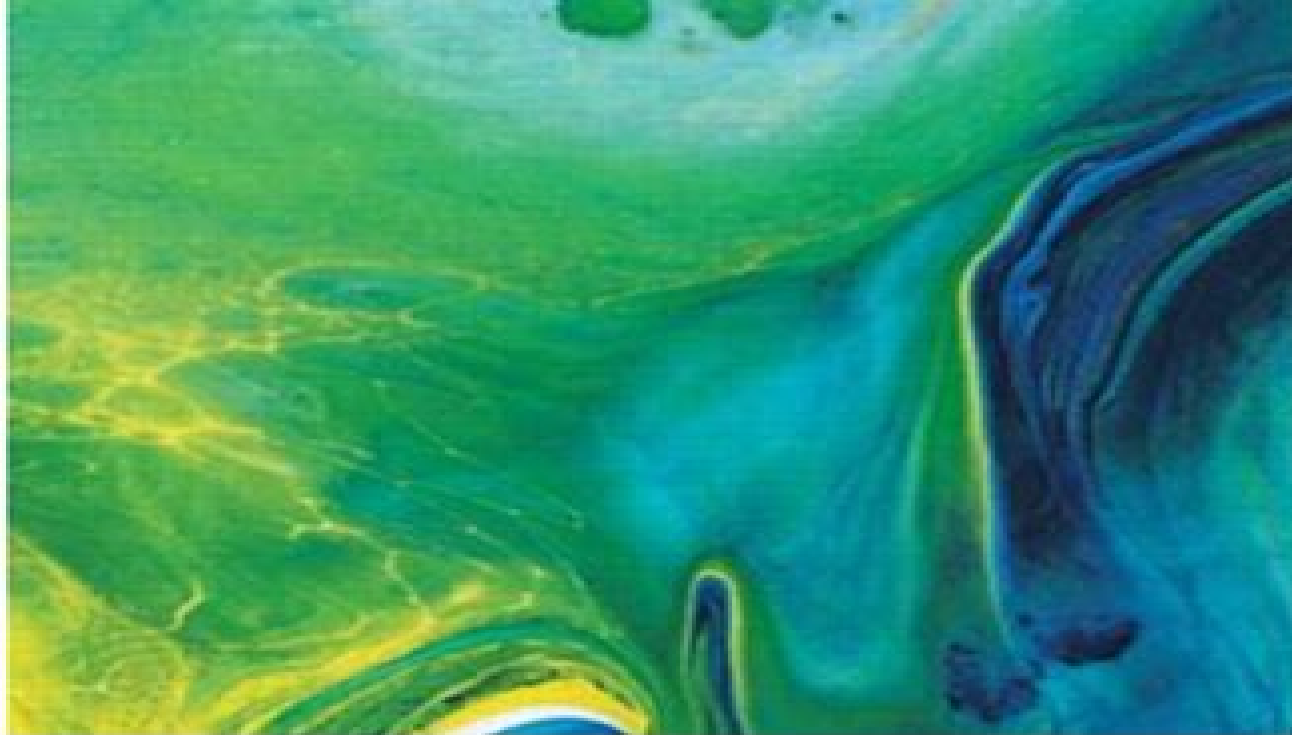




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tactics Sociolinguistics and Business Talk Yeonkwon Jung, 2022-04-21 This book delivers essential skills in spoken professional communications presenting theoretical and applied frameworks for business talk using English as a lingua franca Adopting a role playing approach mimicking various professional settings it assesses the strength of the well reasoned argument the logical links that convince the audience of the coherence of the speaker's argument and the necessary linguistics competencies This book centers on a variety of situations that commonly take place in business organizations such as relational talk call center talk job application talk and addresses key skills such as conflict resolution and collaborative problem solving through communication which are key for both students and practitioners In addition it analyses spoken business discourse data with the four main sources of communicative competence grammatical competence discourse competence sociolinguistic competence and strategic competence in order to highlight how they are used in business speaking practices

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affairs **Guide to Managerial Communication** Mary Munter, 2012 For undergraduate and MBA courses in Management Communication Writing and Oral Presentations Also a useful reference for Executive Seminars Workshops A brief professional reader friendly guide to improving managerial communication Guide to Managerial Communication is a clear concise practical text for cultivating effective written and oral communication in a managerial business government or professional context The ninth edition has been updated based on user feedback while still maintaining the brevity easy to follow organization and professional orientation of previous editions Keeping it short professional and readable Short The authors have summarized key ideas from thousands of pages of text and research Bulky examples cases footnotes and exercises have been omitted for brevity's sake Professional This text only includes the information professionals will find useful because unlike other textbooks it has been designed specifically for business students Readable The format of this text along with its clear writing style makes it easy to read and skim Overall the tone is direct matter of fact and nontheoretical

The Public Relations Handbook Alison Theaker, 2013-03-01 The Public Relations Handbook is a comprehensive and detailed introduction to the theories and practices of the public relations industry It traces the history and development of public relations explores ethical issues which affect the industry examines its relationship with politics lobbying organizations and journalism assesses its professionalism and regulation and advises on training and entry into the profession The Public Relations Handbook combines theoretical and organizational frameworks for studying public relations with examples of how the industry works in practice It draws on a range of promotional strategies and campaigns from businesses public and non profit organizations including the AA Airbus BT Northamptonshire County Council Cuprinol and Action for Children The Fourth Edition includes case studies examples and illustrations from a range of campaigns from small and multinational corporations local government and charities a companion website with new international case studies updated quarterly specialist chapters on financial public relations internal communications and marketing public relations strategic overviews of corporate identity globalisation and evaluation a thorough examination of ethics and professionalism more than fifty illustrations from recent PR campaigns a completely revised chapter on corporate social responsibility a new chapter on risk issues and crisis management

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