

《PERFECT PHRASES 4 MEETINGS(ISBN=9780071546836)》

书籍信息

版次：1

页数：198

字数：

印刷时间：2009年08月01日

开本：32开

纸张：胶版纸

包装：平装

是否套装：否

国际标准书号ISBN：9780071546836

内容简介

Everyone wants to shine in business meetings-whether they are leading them or just participating. Perfect Phrases for Meetings provides hundreds of winning, ready-to-use phrases, arming you with the right words to say in eight crucial types of meetings. This book is a valuable tool for anyone who needs to get a message across and stand out as a leader.

目录

Preface

Part One Managing Meetings as a Supervisor

Chapter 1. Opening Remarks

Setting the Tone

Clarifying Expectations

Stating the Expected Results

Chapter 2. The Presentation

Reinforcing Your Take

Validating the Presentation

Setting the Stage for Action

Chapter 3. Group Reaction and Participation

Gathering Opinions from Everyone

Controlling the Dominators

Keeping Focused on Expectations

[显示全部信息](#)

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

[更多资源请访问www.tushupdf.com](http://www.tushupdf.com)