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neil james this student guide for business focuses on the topic of decision making
to improve operational financial and human resources performance the first
section content guidance summarises content needed for the exams with

knowledge check questions throughout the second section questions and answers provides samples of different questions and student answers with examples of how many marks are available for each question students can identify key content for the exams with our concise summary of topics find out what examiners are looking for with our questions and answers section test their knowledge with rapid fire questions and answers avoid common pitfalls with clear definitions and exam tips throughout reinforce their learning with bullet list summaries at the end of each section

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convinced that public speaking fears outranked all other fears the authors combined their years of teaching novice speakers to set forth their techniques for

reducing apprehension and sharpening communication performance skills the three basic techniques stressed are cognitive structuring or attitude change relaxation techniques and skills training all of the topics addressed herein are intended for students in basic speech communication classes some of the topics are the process of communication assessing yourself as a communicator improving attitudes and reducing apprehension preparing and delivering a public speech improving skills in group discussions as well as in all types of social relationships first published by harper and row in 1986

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this student review manual is designed to prepare students for exams by asking them the same types of questions that they are likely to see on classroom and certification examinations the manual contains multiple choice questions along with an answer key and appropriate page references

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