

# THE C O M M U N I C A T I O N HANDBOOK

*a student guide to effective communication*



SANDRA CLEARY  
EDITOR

SECOND  
EDITION

# Communication Handbook Cleary

**Sandra Cleary**



## **Communication Handbook Cleary:**

*Communication* Sandra Cleary, 2008-03 Book CD The ability to communicate well is a key marker of success in any environment particularly in the world of work This book is based on the widely used and respected The Communication Handbook written by a team of dedicated communicators and higher education specialists Although the material has been substantially reworked and expanded the focus remains on different forms of communication The emphasis is placed on writing as a communication tool particularly within the business environment To support this each chapter contains numerous exercises to enable the student to practise the skills learnt An exciting addition to this text is the inclusion of online interactive exercises for students The drilling exercises will enable students to reinforce the principles that have been explained and tested in the book but in a fun interactive and learning enabled way Lecturers can use the range of exercises to ensure that students are prepared before class and to reinforce the theories and techniques taught in the classroom The package is being piloted at a major South African university The authors draw from substantial experience in the classroom and from close contact with business and industry For that reason a student working through this book will be well prepared to communicate with success in the business environment

**The Communication Handbook** Sandra Cleary, 2021 The advent of globalisation and the rise of entrepreneurialism and the virtual office make the ability to communicate independently and effectively increasingly valuable Against a background of technological innovation this fourth edition of The Communication Handbook sets out the principles underlying effective communication today and then focuses on their application enabling students in all fields of study to develop and refine their reading listening speaking and writing practices Publisher's description

**The Communication Handbook** Sandra Cleary, Juta Academic, 2004-04-28 A step by step guide to acquiring effective communication skills this book is written against the background of the growing need for students and professionals to become ever more entrepreneurial The text focuses on how to become a better speaker listener reader and writer All forms of writing are addressed from business letters reports and faxes to e mails academic writing and referencing This new edition covers short messages and grammar using relevant examples and illustrations drawn from familiar situations and diverse cultural backgrounds Accessible to both first and second language speakers it uses in text citations and references that teach correct referencing conventions and gives readers the skills and knowledge to explore the topic further on their own

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