Designed to help students improve their ability to write and speak with confidence in the world of work, this text focuses on the practicalities of contemporary business communication—giving useful, concrete advice that students can apply immediately. Shorter than most other business communication texts, it eliminates unnecessary theoretical matters and gets right to the core of real, on-the-job communication. Features. A focus on what businesses today really want—Includes information on new technology, such as preparing and delivering computer presentations. Communication Skills Training: A Practical Guide to Impro and millions of other books are available for Amazon Kindle. Learn more. Enter your mobile number or email address below and we'll send you a link to download the free Kindle App. The author described different tips to improve skills. This book really guide for Emotional Intelligence, the EQ mastery manual - EQ, problem solving, social psychology, social skills. Chapter 3: 8 more question you should ask yourself, this chapter really amazing that really guide to improve your communication skills. Highly recommended. Read more.