



How to Say It At Work: Putting Yourself Across with Power Words, Phrases, Body Language, and Communication Secrets

Jack Griffin

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In his new book, *How To Say It At Work: Putting Yourself Across with Power Words, Phrases, Body Language, and Communication Secrets* (Prentice Hall Press, June 1998), Communications expert Jack Griffin brings together verbal and non-verbal strategies for communication in one easy to read book that would otherwise only be found in half a dozen assorted titles. Arranged into two parts, this book will teach the reader systematically how to improve on his or her communication skills. Part I emphasizes determining what the reader needs to improve the most. By using the self-test, a person can pinpoint exactly what areas of communication they have the most difficulty in. Part II shows how to improve on the problems predetermined in Part I by providing power words, surprising facts, secret techniques, real-world strategies, and special phrases. Part II will also teach the reader the art of nonverbal communication. Nothing you do in business is as important as putting yourself across. This book shows how to put yourself across in every major business situation, and to all the key players in business: supervisors, colleagues, subordinates, client and customers, vendors and suppliers, and creditors and investors, as well as to your lawyer and people in the community.

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