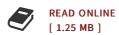




Change Your Words, Change Your Worth: How to Get a Job, a Promotion, and More by Speaking and Writing Effectively

By Patricia Blaine

iUniverse, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ****** Print on Demand ******. SELF IMPROVEMENTWhat do getting a job, earning a promotion, making the right friends, and boosting your confidence all have in common? Doing each one of those things is a whole lot easier when you can speak and write without making grammatical mistakes. Just ask any hiring manager, senior-level executive, or neighbor next door. In this guide, author Patricia Blaine, a longtime professional writer, gives you the tools you need to write and speak effectively. You can learn how to - avoid common mistakes in verbal and written communications; - speak clearly--even practice with tongue twisters; - master the usage of pronouns, prepositions, and basic punctuation; - finally master correlative conjunctions; - organize an effective rEsumE and cover letter; and - boost your overall vocabulary. By using everyday examples of proper and improper usage, Blaine makes it clear which words and clichEs to avoid. Start putting your words to work for you, and beat your competitors seeking jobs, promotions, and advantages in everyday life with the practical advice in Change Your Words, Change Your Worth.



Reviews

This type of publication is every thing and taught me to searching ahead and more. It can be rally fascinating through reading through period of time. You can expect to like how the blogger write this pdf.

-- Dr. Jillian Champlin IV

This ebook will not be simple to start on looking at but really enjoyable to read. It is one of the most awesome book we have study. Your life span is going to be transform when you complete looking over this pdf.

-- Kayla Gutkowski