



## 50 Ways to Improving Your Telephoning and Teleconferencing Skills: without Too Much Effort.

By Ken Taylor, Capel Will, Cooke Sally

Cengage Learning EMEA. Mixed media product. Book Condition: new. BRAND NEW, 50 Ways to Improving Your Telephoning and Teleconferencing Skills: without Too Much Effort., Ken Taylor, Capel Will, Cooke Sally, "The 50 ways.series" provides a range of instant ways to improve your communications skills in business. The 50 tips in these books will allow the learner to make noticeable improvement in their business English with minimum effort. With the advent of sophisticated digital telephony technologies and the pressure on business people not to travel unnecessarily for environmental reasons, the importance of one-to-one telephone calls and teleconferencing takes on a new dimension. This book helps learners prepare for that all-important telephone call. The accompanying audio CD provides listening comprehension tasks that go with the units.

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