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Ron Freeman, CET

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both inside and outside the classroom This book provides students with the skills and strategies they need to communicate effectively in a variety of academic and professional settings This book covers a wide range of communication topics including public speaking participating in class discussions debating and argumentation group communication and collaboration effective listening and note taking giving and receiving feedback intercultural communication communication in the digital age and communication in the workplace Each chapter includes a variety of learning activities such as exercises discussion questions and case studies These activities are designed to help students apply the skills they are learning to real world situations With the skills and strategies in this book students will be able to Prepare and deliver effective speeches and presentations Participate effectively in class discussions and debates Collaborate and communicate effectively in groups Listen actively and take effective notes Give and receive feedback constructively Communicate effectively in intercultural settings Communicate effectively in the digital age Communicate effectively in the workplace This book is an essential resource for any student who wants to improve their communication skills With the skills and strategies in this book students will be able to communicate more effectively in all aspects of their lives

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