

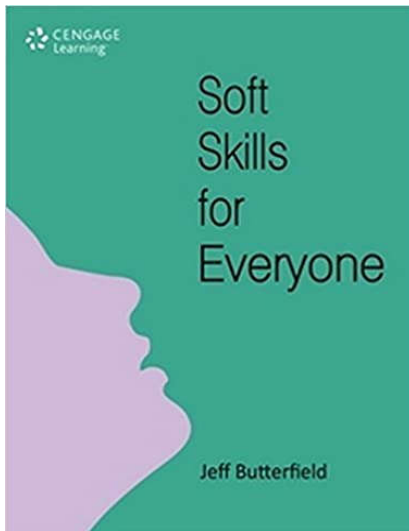
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Book of the month

June 2022



Soft skills for everyone - Butterfield, Jeff



**ACC, No - PU12457
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Give your students a 360 degree education and a career advantage with Soft Skills for Everyone. This text delves into the most sought-after skills in the professional world, making students more marketable to employers. Covering topics such as being a team leader and working in groups, developing a personal work ethic and planning and managing a career, this streamlined book presents essential information on a topic once considered unable to be taught within the classroom. Features: * Employs the Illustrated Series' reader-friendly pedagogy, providing short, focused text on key soft skills needed to succeed in a technological workplace. * Provides timeless information about skills that make students more marketable to companies and that are necessary in the professional world. * Every lesson contains a You Try It exercise, where students demonstrate their understanding of the lesson skill by completing a task that relates to it. About The Author: Jeff Butterfield, Western Kentucky University Table Of Contents: * PART I: WRITTEN COMMUNICATION Unit A: Communicating with E-Mail and Memos Unit B: Uncovering the Secrets of Clear Writing Unit C: Developing Reports and Proposals Unit D: Writing for Employment Unit E: Writing Professional Letters PART II: VERBAL COMMUNICATION Unit A: Understanding the Basics of Verbal Communication Unit B: Working with Customers Unit C: Developing Professional Telephone Skills Unit D: Improving Informal Communications Unit E: Making Formal Presentations PART III: PROBLEM SOLVING AND DECISION MAKING Unit A: Identifying and Defining.

<https://www.amazon.in/Soft-Skills-Everyone-Jeff-Butterfield/dp/8131514676>

