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communication skills as the most important factor used in selecting their management staff. The study found that oral and written communication skills were important in predicting job success, as was the ability to communicate well with others in the workplace.

### **Effective Communication Skills - PROMENG**

From Communicating Effectively For Dummies. By Marty Brounstein . Effective communications involves

listening as well as speaking. When you do speak to a group, how you deliver your message plays a part in how it's received.

### **Communicating Effectively For Dummies Cheat Sheet**

1 INTRODUCTION Communication is a vital part of our daily routines. We sit in school and listen to teachers. We read books and magazines. We talk to friends, watch television, and communicate over the Internet.

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