

# Make Yourself Clear!: Improving Business Communication

Morris, John O.

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# **Make Yourself Clear Morris On Business Communication**

**John Morris**



## **Make Yourself Clear Morris On Business Communication:**

**Make Yourself Clear!** John Morris,1972      Professional Report Writing Simon Mort,1995 Simon Mort provides practical guidance on such topics as deciding the format structuring a report stylistic pitfalls and how to avoid them making the most of illustrations ensuring a consistent layout The theme throughout is fitness for purpose and the text is enriched by a wide variety of examples drawn from business industry and government Simon Mort s book is an indispensable reference work for managers civil servants local government officers consultants and professionals of every kind      Self Development Aids for Supervisors and Middle Managers United States Civil Service Commission. Library,1974      **Personnel Literature**,1973      **Communicative Practices in Workplaces and the Professions** Mark Zachry,Charlotte Thralls,2017-03-02 Bringing together prominent scholars from a variety of disciplines Communicative Practices in Workplaces and the Professions Cultural Perspectives on the Regulation of Discourse and Organizations offers readers an engaging set of essays on the complicated relationship between discourse and the many institutions within which people act Each author brings a unique theoretical perspective to conceptualizing how discourse is regulated and how it regulates when human activity is organized for such purposes as work or belonging to a profession Together the contributors to this collection offer a provocatively complex picture of what regulation means and the means of regulation      **Business Communication** Berle Haggblade,1982      **Make Yourself Clear!** John Morris,1980      *The Value-Added Employee* Edward J. Cripe,Richard S Mansfield,2007-08-22 A handy guide offering a practical plan for targeting skills any employee wants to develop and employers most desire It s hard to tell if today s competitive job market is more unsettling for employees seeking job security or companies trying to retain loyal workers The Value Added Employee provides fresh insights on what makes employees valuable to the organization and how companies can keep productive employees on the job Employees will understand how to increase their personal marketability by developing specific skills knowledge and attitudes Managers and coaches will find the tools and resources to make employees more valuable to the organization Even policymakers and human resource professionals can drive change and business improvement through the application of competency modeling processes The Value Added Employee is a step by step plan for targeting the competencies an employee wants to develop and employers most desire It discusses 31 core competencies including interpersonal competencies business competencies and self management competencies Designed as a handbook The Value Added Employee is a toolkit of ideas and a workbook to be written in and referred to on a regular basis Through its use employees and their companies will discover a firm foundation for meeting future goals      *Written Communication in Business* Mary Ann Bowman,Joan D. Stamas,1980      Personnel Bibliography Series United States Civil Service Commission. Library,1960      Global Implications for Business Communications American Business Communication Association. National Convention,1988      *Personnel Bibliography Series* United States. Office of Personnel Management. Library,1979      **Business Communications** Ruth M. Walsh,Stanley

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