

Improve your communication and speaking skills

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Deskripsi Lengkap: <https://lib.ui.ac.id/detail?id=20435541&lokasi=lokal>

Abstrak

You've been there. You are about to deliver a presentation to a group of people. As you arrange your notes, your knees suddenly begin shaking. Then the strange muscle spasms begin. One eyelid twitches uncontrollably. The presentation you spent hours memorizing vanishes from your head.

That's unfortunate. Oral expression--together with its nonverbal components--is the most important communication skill you can have. Think about it. In school, at home, at work you probably speak hundred of times each day,