



Communicate with Confidence, Revised and Expanded Edition: How to Say it Right the First Time and Every Time

Dianna Booher

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The classic business communication guide?updated for smart phones, social media, and other digital platforms

Communicate clearly, tactfully, and confidently in any situation, including:

- Being persuasive
- Running productive meetings
- Asking the right questions
- Coaching
- Negotiating
- Resolving conflicts
- Responding to insults
- Offering praise
- Delegating responsibilities
- Crossing cultural divides
- Networking at events

“Communicate with Confidence! is . . . the clearest, most comprehensive, and most credible guide to persuasive and authentic communication available today. Dianna Booher is the master of her message and her medium. . . . After you’ve read it once, I’m confident you’ll be consulting it frequently. Do not hesitate. Read it today, and put it to use immediately.”

?Jim Kouzes, coauthor of *The Leadership Challenge and Credibility*, and The Dean’s Executive Fellow of Leadership, Leavey School of Business, Santa Clara University

“Communicate with Confidence! is the best communication book I have seen.”

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