No matter what your job is, you will need to communicate with other people. Your communication skills determine how successfully you receive and transmit information. Communication is arguably the most important of all life skills and plays a significant role in all aspects of work and home life. Communication is verbal, written, and non-verbal, and every gesture, voice inflection, or facial movement speaks volumes and conveys information to others.
8: Appendix

- Back Matter

Thumbnail: Success hitting target aim goal achievement concept background - three darts in bull's eye close up. red three darts arrows in the target center business goal concept. (Unsplash License; Afif Kusuma via Unsplash)