

# Latest ten



## Communication skills; presentations; public speaking

- Apps, J [The Art of Communication: How to be Authentic, Lead Others, and Create Strong Connections](#) Capstone Wiley, 2019 Z 5 APP
- McGee, P [How To Speak So People Really Listen: The Straight-Talking Guide To Communicating With Influence And Impact](#) Capstone, 2017 Z 5 MCG
- Yates, A [Utter Confidence: How What You Say And Do Influences Your Effectiveness In Business](#) Panoma Press, 2017 Z 5 YAT
- Dodd, M [Great Answers to Tough Questions at Work](#) Wiley Capstone, 2016 Z 5 DOD
- Horton, S [The Leader's Guide To Negotiation: How To Use Soft Skills To Get Hard Results](#) FT Publishing, 2016 Z 5 HOR
- Weiss, J [HBR Guide To Negotiating](#) Harvard Business Review Press, 2016 Z 5 WEI
- Bounds, A; Ruttle, R [Top Dog: Impress and Influence Everyone You Meet](#) Capstone, 2015 Z 5 BOU
- Mather, D [Secrets of Confident Communicators - 50 Techniques to be Heard](#) Hodder & Stoughton, 2014 Z 5 MAT
- Motschnig, R; Nykl, L [Person-Centred Communication: Theory, Skills & Practice](#) Open University Press, 2014 Z 5 MOT
- Murray, K [Communicate to Inspire - a Guide for Leaders](#) Kogan Page, 2014 Z 5 MUR

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