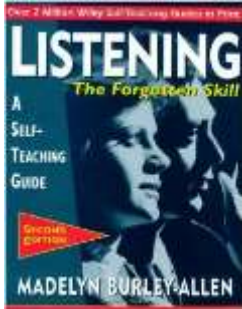


## LISTENING BOOKS:

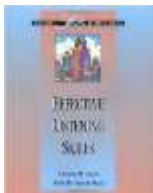


NAME: Listening: The Forgotten Skill: A Self-Teaching GuidePaperback

AUTHOR: Madelyn Burley-Allen

LINK: [http://www.amazon.com/Listening-Forgotten-Skill-Self-Teaching-Guide/dp/0471015873/ref=sr\\_1\\_3?ie=UTF8&qid=1398196125&sr=8-3&keywords=listening+books](http://www.amazon.com/Listening-Forgotten-Skill-Self-Teaching-Guide/dp/0471015873/ref=sr_1_3?ie=UTF8&qid=1398196125&sr=8-3&keywords=listening+books)

BLURB: A proven program for turning effective listening into a powerful business tool Managers and other employees spend more than 40 percent of their time listening to other people but often do it so poorly that the result is misunderstood instructions, misdirected projects, and erroneous actions-- millions of dollars' worth of mistakes just because most people don't know how to listen.



NAME: Effective Listening Skills

AUTHOR: Dennis Kratz(Author), Abby Robinson Kratz(Author)

LINK: [http://www.amazon.com/Effective-Listening-Skills-Dennis-Kratz/dp/0786301228/ref=sr\\_1\\_2?ie=UTF8&qid=1398196280&sr=8-2&keywords=listening+SKILLS+books](http://www.amazon.com/Effective-Listening-Skills-Dennis-Kratz/dp/0786301228/ref=sr_1_2?ie=UTF8&qid=1398196280&sr=8-2&keywords=listening+SKILLS+books)

BLURB: "The Business Skills Express Series" covers a broad range of key business skills and topics in a fast, interactive format that should appeal to employees, managers, and trainers alike. These authoritative books deliver training and give readers new ways to increase productivity and career satisfaction. This book covers effective listening skills.

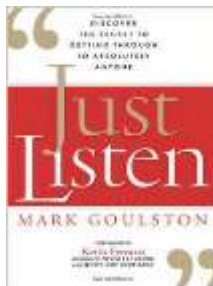


NAME: Powerful Listening Powerful Influence

AUTHOR: Tim Hast

LINK: [http://www.amazon.com/Powerful-Listening-Influence-Work-Better/dp/1490313559/ref=sr\\_1\\_9?ie=UTF8&qid=1398196389&sr=8-9&keywords=listening+SKILLS+books](http://www.amazon.com/Powerful-Listening-Influence-Work-Better/dp/1490313559/ref=sr_1_9?ie=UTF8&qid=1398196389&sr=8-9&keywords=listening+SKILLS+books)

BLURB: Want to win friends and really influence people? This book was written for you. Listening is the most powerful tool for success in business and in life. So if it's that important, why don't we listen better? Because life moves way too fast, we're busy, and we don't know how. Discover what active listening is and what it is not. Learn four simple actions that will train your brain to listen, and see for yourself the difference these steps make in your life.

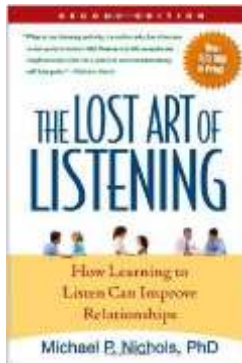


NAME: Just Listen

AUTHOR: Mark Goulston M.D.(Author), Keith Ferrazzi(Foreword)

LINK: [http://www.amazon.com/Just-Listen-Discover-Getting-Absolutely/dp/0814414036/ref=sr\\_1\\_33?ie=UTF8&qid=1398196562&sr=8-33&keywords=listening+SKILLS+books](http://www.amazon.com/Just-Listen-Discover-Getting-Absolutely/dp/0814414036/ref=sr_1_33?ie=UTF8&qid=1398196562&sr=8-33&keywords=listening+SKILLS+books)

BLURB: The first make-or-break step in persuading anyone to do anything is getting them to hear you out. Whether the person is a harried colleague, a stressed-out client, or an insecure spouse, things will go from bad to worse if you can't break through emotional barricades.



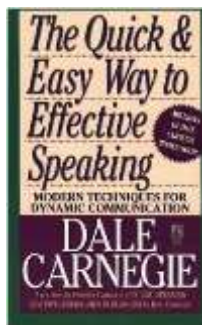
NAME: The Lost Art of Listening, Second Edition: How Learning to Listen Can Improve Relationships

AUTHOR: Michael P. Nichols, Ph.D.

LINK: [http://www.amazon.com/Lost-Listening-Second-Edition-Relationships/dp/1593859864/ref=sr\\_1\\_2?ie=UTF8&qid=1398196679&sr=8-2&keywords=improve+listening](http://www.amazon.com/Lost-Listening-Second-Edition-Relationships/dp/1593859864/ref=sr_1_2?ie=UTF8&qid=1398196679&sr=8-2&keywords=improve+listening)

BLURB: One person talks; the other listens. It's so basic that we take it for granted. Unfortunately, most of us think of ourselves as better listeners than we actually are. Why do we so often fail to connect when speaking with family members, romantic partners, colleagues, or friends?

#### **SPEAKING BOOKS:**

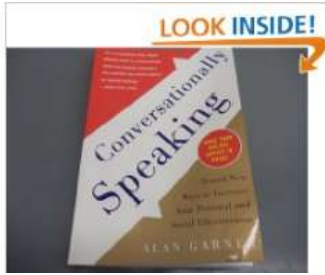


NAME: The Quick & Easy Way to Effective Speaking

AUTHOR: Dale Carnegie

LINK: [http://www.amazon.com/Quick-Easy-Way-Effective-Speaking/dp/0671724002/ref=sr\\_1\\_1?s=books&ie=UTF8&qid=1398192246&sr=1-1&keywords=speaking](http://www.amazon.com/Quick-Easy-Way-Effective-Speaking/dp/0671724002/ref=sr_1_1?s=books&ie=UTF8&qid=1398192246&sr=1-1&keywords=speaking)

BLURB: Now streamlined and updated, the book that has literally put millions on the highway to greater accomplishment and success can show you how to have maximum impact as a speaker--every day, and in every situation that demands winning others over to your point of view.

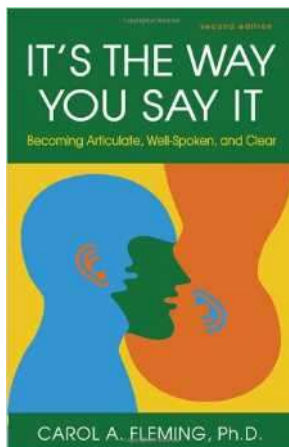


NAME: Conversationally Speaking

AUTHOR: Alan Garner

LINK: [http://www.amazon.com/Conversationally-Speaking-Increase-Personal-Effectiveness/dp/1565656296/ref=sr\\_1\\_3?s=books&ie=UTF8&qid=1398192345&sr=1-3&keywords=speaking](http://www.amazon.com/Conversationally-Speaking-Increase-Personal-Effectiveness/dp/1565656296/ref=sr_1_3?s=books&ie=UTF8&qid=1398192345&sr=1-3&keywords=speaking)

BLURB: More than a million people have learned the secrets of effective conversation using Conversationally Speaking. This revised edition provides more ways to improve conversational skills by asking questions that promote conversation, learning how to listen so that others will be encouraged to talk, reducing anxiety in social situations and more.

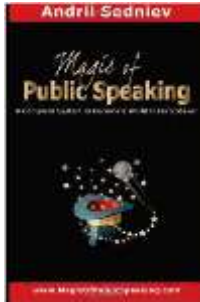


NAME: It's The Way You Say It

AUTHOR: Carol A. Fleming Ph.D.

LINK: [http://www.amazon.com/Its-Way-You-Say-Well-spoken/dp/1609947436/ref=sr\\_1\\_4?s=books&ie=UTF8&qid=1398192451&sr=1-4&keywords=speaking](http://www.amazon.com/Its-Way-You-Say-Well-spoken/dp/1609947436/ref=sr_1_4?s=books&ie=UTF8&qid=1398192451&sr=1-4&keywords=speaking)

BLURB: The best, most direct way to convey your intelligence, expertise, professionalism, and personality to other people is through talking to them. But most people have no idea what they sound like. And even if they do, they don't think they can change it. It's the Way You Say It is a thorough, nuts-and-bolts guide to becoming aware and taking control of how you communicate with others.

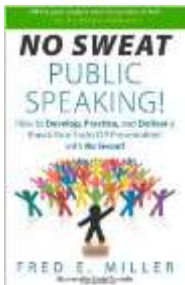


NAME: Magic of Public Speaking

AUTHOR: Andrii Sedniev

LINK: [http://www.amazon.com/Magic-Public-Speaking-Complete-Speaker/dp/162209431X/ref=sr\\_1\\_5?s=books&ie=UTF8&qid=1398192539&sr=1-5&keywords=speaking](http://www.amazon.com/Magic-Public-Speaking-Complete-Speaker/dp/162209431X/ref=sr_1_5?s=books&ie=UTF8&qid=1398192539&sr=1-5&keywords=speaking)

BLURB: The Magic of Public Speaking is a comprehensive step-by-step system for creating highly effective speeches. It is based on research from the top 1000 speakers in the modern world. The techniques you will learn have been tested on hundreds of professional speakers and work!



NAME: No Sweat Public Speaking

AUTHOR: Fred E. Miller

LINK: [http://www.amazon.com/Sweat-Public-Speaking-Fred-Miller/dp/0984396705/ref=sr\\_1\\_10?s=books&ie=UTF8&qid=1398192725&sr=1-10&keywords=speaking](http://www.amazon.com/Sweat-Public-Speaking-Fred-Miller/dp/0984396705/ref=sr_1_10?s=books&ie=UTF8&qid=1398192725&sr=1-10&keywords=speaking)

BLURB: You've Been Asked to Give a Presentation Is It Y