



# **How to Say It at Work, Second Edition: Power Words, Phrases, and Communication Secrets for Getting Ahead (How to Say It...)**

*Jack Griffin*

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# How to Say It at Work, Second Edition: Power Words, Phrases, and Communication Secrets for Getting Ahead (How to Say It...)

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**A fully revised edition of the bestselling communication tool.**

This revised edition includes new advice on the latest developments in the workplace since the book's initial publication ten years ago.

Along with a new chapter on digital communication, each original chapter includes a discussion of topics such as diversity issues, team building, green business, and more. In addition, the revision includes a new chapter on the art of the effective argument, with a step-by-step emphasis on building a persuasive case and acquiring the skills necessary for disagreeing without being disagreeable.

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