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***Essentials Of Human  
Communication By Devito  
Joseph A Pearson 2010  
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**A brief text with a strong focus on skill development  
Essentials of Human Communication shows how  
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and the workplace. The text presents the  
fundamental skills of interpersonal, small group, and**

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*For those who wish to learn or teach the tools of skillful communication, this book provides concrete insight into what makes a person a successful communicator and guides readers in ways to improve their own communication skills and those of others. Predicated on four simple notions – that communication can be done well or poorly, that communication skills matter, that people differ in those skills, and that those skills can be improved – the book helps readers identify and enhance their own communication strengths and address weaknesses, assess the communication skills of others, and coach others to improvement. Written in an accessible style, chapter highlights include an engaging review of the research on the practical*

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*implications of communication skills in our professional and personal lives. The nature of communication skill and issues in skill assessment are examined. Particular attention is given to understanding sources of communication-skill deficits and the design of effective communication-skill training programs. A final chapter examines the roles of technology, cross-cultural interaction, and aging as they relate to communication skill. This book is written for students and professionals in fields such as human resources, sales, training, counseling, customer relations, education, health-care, and the ministry, with application for courses in professional communication, applied communication, and communication skills at the undergraduate, advanced professional degree, and continuing education levels.*



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**This best-selling text presents the fundamental skills of interpersonal, small group, and public communication, emphasizing the areas of human communication skills, cultural awareness, listening, critical thinking, power, and ethics. Essentials of Human Communication fills the need for a brief, interesting, but serious text that places a strong focus on**

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