

# Summary

[Business, Management](#)



Summary 1. Author — Michael E. Hattersley, Linda McJannet Title - "Management communication: Principles and practice" Date of publication — 2008, Publisher — McGraw Hill International Edition Total number of pages (280) and pages I have read (3-17, 237-257, 257-69) 2. The main idea This book is about the Management Communication. This book is about different types of communication, questions and problems with any manager could deal with. It shows how to write well and how to speak well. It gives information about making strategy for your managerial communication. 3. The structure of the text and the main problems discussed by the author The text consists of three chapters. In the first chapter the author introduces the foundations of Management Communication. This chapter mainly shows elements of communication and qualities of effective communication. It also gives a really good phrase, which everyone should remember " good communicators are good listeners". In the second chapter the author explains effective writing process. It describes basic elements of good writing. It is full of examples, expressions and useful notes, for example, giving a lot of small tips, which can help in every situation. This chapter gives the necessary information to get any document to be read and received in the way you want it. In the third chapter the author describes methods of effective speaking. This chapter helps to improve manager's speech for different reasons. Also it recommends to prepare, make a structure for your speech or presentation. It shows how to effectively deliver your speech or presentation. 4. The reader's opinion about the book I prefer to read books about management because it gives me extra information and knowledge so I did enjoy reading this book. Book briefly gives information

about the basics of Management Communications, as well the most useful tools for dealing with communication. Readers task is just to understand how and when to use them. I found out new things, for example, which words better not to use when speaking to the audience and with which words i can replace them. Also i read some facts about communication history, which were new for me. This book can help everyone manager who struggle with communication with his/her colleagues, partners, etc. Because it offers excersises for myself as a business communicator with the purpose of to find my stregths and weaknesses. This book confirmed that manager needs not just the theory but an actual practice — speaking and writing (also role playing) is required because in my opinion it is the best way to develop communication skills. Also i found out a lot of new words reading this book, then tried to explain and translate them.

5. Vocabulary list

devote - to give or apply (sniegt, pieteikties) workload - the amount of work (slodze) brevity — briefness — quality of expressing much in few words / short time (izteikties Ā« si, kodolĀ« gi) vigor — force, strenght, healthy mental or physical energy (spĀ“ ks, enerĀ£iskums) hyphens — defise attributive noun — noun that modifies other noun persuasively — persuasive — pĀ♦rliecinotĀjs, pĀ♦rliecinotĀjs incremental - increasing, extending (palielinoĀjs) assumptions — pieĀ†Ā“ mumi disintermediation — “ cutting out the middlemand” — atteikties no kĀ♦da slĀ♦Ā†a/amata tirdzniecĀ« bas ĀĀ“ dĀ“ egalitarian — lĀ« dzĀ« gs, demokrĀ♦tisks, bezĀjĀ·iru sadalĀ« jums pervade - viscaur narrative — stĀ♦sts clash — sadursme, konflikts allegiance — loyalty, trustiness (lojalitĀ♦te, uzticĀ« ba, padevĀ« ba) ample — plaĀjs implications — sekas engage — iegĀ« t un noturĀ“ t cilvĀ“ ku

uzmanā« bu, interesi, nolā« gt kā«du konkrā« tam amatam dalliances —  
niekoājanā«s, vieglprā«tā« ga apieājanā«s, cilvā« ka uzvedā« ba,  
kurā; vilcinā«s, lā« ni rā« kojas legitimate — likumā« gs, pareizs Obviate —  
izvairā« ties overwhelm — receptive - indifferent - grapevine - convey -  
succinct - dignity - paramount - immensely - commond (of the language) -  
bond trader - constituents = dalliances - cultivated — izkopts, izsmalcinā«ts  
promoter - horde - circumvant - inevitably - privotial - implicitly - factual -  
concision - clutter -