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Main Text: 'Mastering Communications' by Nicky Stanton, published by Palgrave Macmillan, 5th Edition Alternative Text and Further Reading: Practical Communications - F W Bergin (Pitman) People of Communication - D W Evans (Pitman) Basic Business Communication - K Lesikar (McGraw Hill) Guideline for Teaching and Learning Time

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Mastering communication - Nicky Stanton, 2009 Book Communicate!: a communication skills guide for health care workers - Philip Burnard, 1992 Book Between ourselves: an introduction to interpersonal communication - Graeme Burton, Richard Dimpleby, 2006 Book Communication skills in health and social care - Bernard Moss, 2015 Book | Recommended

BOOK LIST Business Studies - European College of Law

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Stanton, Nicky Mastering communication 5th ed Basingstoke: : Palgrave Macmillan 2009 1/2 03/03/20 Management of the Business Environment (4ME508) | University of Derby 7 Thompson LL Making the team: a guide for managers Fourth edition Harlow: : Pearson Education 2014

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Stanton, Nicky, Mastering Communication, MacMillan- The Open University, London, 1996 E PROCEDURA DE EVALUARE Evaluare distribuită - aprecierea prestației de ansamblu a studentului, aprecierea cunoștințelor, competențelor și abilităților dobândite FCOMPATIBILITATE INTERNACIONALA

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Calm, self-confident and and creates this attitude

Team Communication This important aspect of team functioning deserves its own section Nicky Stanton's book Mastering Communication provides a

model of the communication process: sender-message-medium-receiver-feedback Communication involves two parties - the sender of the message and the person who the message is intended for (receiver)

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- Mastering Communication, Nicky Stanton, Palgrave Macmillan (2009) - The Handbook of Communication Skills, Owen Hargie, Routledge (2006) - Brandcontent, Comment les marques se transforment en médias, Daniel Bô, Matthieu Guével, Dunod (2009)

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