

# 《如何成功地交流》

## 图书基本信息

书名：《如何成功地交流》

13位ISBN编号：9787560014524

10位ISBN编号：7560014526

出版时间：1998-11

出版社：其它

作者：Andrew Wright

页数：102

译者：宋微微

版权说明：本站所提供下载的PDF图书仅提供预览和简介以及在线试读，请支持正版图书。

更多资源请访问：[www.tushu000.com](http://www.tushu000.com)

# 《如何成功地交流》

## 内容概要

How to Communicate Successfully is one in a series of five books. There are seven chapters, each dealing with a different aspect of communicating.

There are several different sections in each chapter, and some may be more interesting and relevant to you than others. There is no need to read every section. I hope you will find it all interesting and entertaining, and that your reading of English will improve as well as your communicating.

Indicates that there is a question you should think about on your own.

Indicates that if you are reading the book with another person you should talk about this particular question with him or her.

You may be reading the book while studying English in a class, with a teacher, or you may be reading it at home in the evenings, or on a train, or anywhere else-it doesn't matter!What I do hope is that you enjoy reading about communicating successfully-in English!

## 作者简介

Contents

Thanks About this book

Some thoughts about communicating

Only connect!

We'll hunt tonight

Words, gestures and clothing

The children who couldn't speak

People who can't understand

Checklist for successful

communication

How to use verbal language

Why do we want to communicate?

Why is he speaking?

But he doesn't mean what he says!

words!words! words!

Does ' ch'a ' mean ' tea ' ?

We don't seem to speak the same language!

The generation gap

The knowledge gap

Characteristics of everyday speech

Language and thinking

Speaking in different ways

What are they saying?

Don't play the wrong music!

Talking to foreign visitors

How to understand body language

Look as well as listen!

I can read him like a book... or can I?

But it's only natural!

Some non-verbal language is ' natural ' and some isn't

The head toss

The history of the head toss meaning ' No '

The true and authentic head toss!

What does this position mean?

Curtain up!

What is she saying... What is he thinking?

What do these gestures mean?

' She ' s a typical librarian!

But these are real people!

What about you?

How to read a face

Our faces and-our personalities

Our faces and our expressions

Eyes: the windows of the soul

Your eyes and your personality

Eye contact in conversation

How to use space

## 《如何成功地交流》

The Englishman's home is his castle  
Talking, sitting and standing  
Give me elbow room!  
Some general guidance for visitors to North America and Britain  
Crowded places  
Do you touch people?  
Touching in four cities  
Common touching and uncommon touching in the West  
How to recognise the roles people play  
An introduction to roles  
Three people in every person  
How to recognise a parent  
How to recognise an adult  
How to recognise a child  
Can you recognise the parent, the adult and the child in yourself?  
Don't get your lines crossed!  
Things aren't what they seem to be!  
What sort of game do you play?  
I'm no good at anything really  
They are no good  
I'm only trying to help  
If only I wasn't so busy  
Sweetheart  
Kiss me? You must be joking!  
Why are games important?  
It's not always easy  
How to get on with people  
How to be a good listener  
Repeating what the other person has said  
Encouraging and discouraging  
How to be a good  
conversationalist  
Statements and questions  
Open and closed questions  
The 'agree with me' question  
Double questions  
Agreeing and disagreeing  
A good conversation  
Politeness and 'pass-time'  
conversations  
Do you often keep away from other people?  
Do you often exchange politenesses with people?  
Do you talk to people just to pass the time?  
How to start a conversation in Britain  
Another approach  
Conversational flowchart  
How to interest someone of the opposite sex  
First stage  
Second stage

## 《如何成功地交流》

How to argue

Do you really want to argue?

If you don't want to hurt the other person

Three ways of arguing

Ethos

Logos

Pathos

All three!

General advice

Some important points for thinkers and arguers

Facts

Generalisations

Hypothesis

Criticising the other person

Some very poor arguments!

How to protect yourself against salespeople

How to observe the customer... YOU!

The salesperson is taught what to say to you

On the telephone

The questions a salesperson uses

It isn't only words that sell!

The ideal interview

Last thoughts

Answers

Acknowledgements

# 《如何成功地交流》

## 版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:[www.tushu000.com](http://www.tushu000.com)