



Speaking Your Mind in 101 Difficult Situations

By Don Gabor

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From telling a boss that a deadline is absurd to appropriately breaking off an engagement or informing a child that one of their friends is not welcome in the home, this straightforward approach illustrates how to prepare for difficult situations by developing listening and assertiveness skills and maintaining the composure to deliver tough messages tactfully. Through numerous sample scripted conversations that encompass a myriad of potentially awkward situations and hundreds of tips and skills, this handbook provides readers the confidence and the vocabulary to communicate in a respectful yet assertive manner.

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Editorial Review

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Gabor has composed books, audios, and a video on initiating conversations, talking with loved ones, and making new friends. Now he addresses 101 trying situations and delivers specific responses for the timid and the taciturn. His scenarios range from asking for a raise to canceling the wedding. The speaker's perspectives range from that of employee to supervisor, co-worker to co-worker, spouse to parent. Plenty of general advice on communication fills the early section; but readers will probably go straight to their current problem for specifics. A desk reference "Dear Abby." *Denise Perry Donavin*

Review

"A desk reference 'Dear Abby.'" —*Booklist*

About the Author

Don Gabor is the author of *How to Start a Conversation and Make Friends, Talking with Confidence for the Painfully Shy*, and *Words That Win*. A communications consultant, he helps people express their ideas, feelings, and goals at home, in the workplace, and in other social situations.

Users Review

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