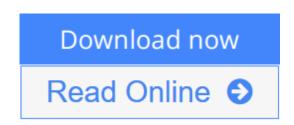


# Speaking Your Mind in 101 Difficult Situations

By Don Gabor



#### Speaking Your Mind in 101 Difficult Situations By Don Gabor

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**

#### From **Booklist**

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**

#### From reader reviews:

#### Anna Williams:

Typically the book Speaking Your Mind in 101 Difficult Situations will bring someone to the new experience of reading a new book. The author style to spell out the idea is very unique. When you try to find new book to read, this book very suited to you. The book Speaking Your Mind in 101 Difficult Situations is much recommended to you you just read. You can also get the e-book from the official web site, so you can quicker to read the book.

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