



Perfect Phrases for Meetings: Hundreds of Ready-to-Use Phrases to Get Your Message Across and Advance Your Career

By Don Debelak

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Everyone wants to shine in business meetings-whether they are leading them or just participating. Perfect Phrases for Meetings provides hundreds of winning, ready-to-use phrases, arming you with the right words to say in eight crucial types of meetings. This book is a valuable tool for anyone who needs to get a message across and stand out as a leader.

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Editorial Review

About the Author

Don Debelak is a communications expert who has consulted with small businesses for more than 20 years, and author of *Perfect Phrases for Business Proposals and Business Plans* (0-07-145994-4).

Users Review

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Eleanor Bender:

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