SPEAKING YOUR MIND IN 101 DIFFICULT SITUATIONS

Everyone faces painful conversations—those awkward times when speaking your mind could hurt, insult, or infuriate someone else. But you don't have to be left groping for the right words to say. In his handy guide, *Speaking Your Mind in 101 Difficult Situations*, Don Gabor, the best-selling author of *How to Start a Conversation and Make Friends*, offers advice on how to effectively and tactfully get your thoughts across.

This thorough primer shows you how to prepare for difficult situations by developing listening and assertiveness skills, and the calmness and composure that will help you deliver a tough message in a respectful manner. Well-thought-out scripts designed for specific situations will give you a repertoire of instant responses you can adapt for a variety of circumstances—including the right words to:

- Stand up for yourself under peer pressure
- Criticize without sounding harsh or unkind
- Say "No" without offending
- And much, much more

Speaking Your Mind in 101 Difficult Situations is a straightforward handbook that will help replace anxiety with confidence when it is crucial to "say it right."



Photo: Michael Chen

DON GABOR is an author, "small talk expert" and communications trainer. He helps people express their ideas, feelings and goals at home, work and everywhere in between.

The New Yorker called Don, "a gifted conversationalist."





Speaking Your Mind In 101 Difficult Situations

Patrick Vollmar

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