



**Perfect Phrases for Office Professionals: Hundreds  
of ready-to-use phrases for getting respect,  
recognition, and results in today's workplace  
(Perfect Phrases Series)**

*Meryl Runion, Susan Fenner*

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As an office professional, you are the point person for critical day-to-day activities. That means effective communication with your manager and internal and external stakeholders is key to the success of your office and organization.

*Perfect Phrases for Office Professionals* has hundreds of ready-to-use phrases for any situation you're likely to face. From defining your role in the office to promoting interdepartmental communication to getting the credit you deserve, this handy, quick-reference guide provides the most effective language to:

- Establish a quality relationship with your manager
- Clarify and manage assignments
- Get results without formal authority
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