



# Perfect Phrases for Managing Your Small Business (Perfect Phrases Series)

*Robert Bacal, Nancy Moore*

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As a small business owner, you may find yourself overwhelmed with endless chores, decisions, and day-to-day responsibilities. Communicating clearly with everyone from vendors to employees is critical to your success. *Perfect Phrases for Managing Your Small Business* provides the phrases you'll need to take charge, perform your tasks, and succeed in these trying times. Inside you'll find:

- Hundreds of quick, ready-to-use concepts and phrases for nearly every business situation
- Targeted coverage on topics, from starting your business to hiring and motivating employees to dealing with challenging customer situations
- How to market and sell your products and services

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