Strong communication skills are required of today’s health care practitioners. Medical writers, medical students, as well as residents, physicians, biomedical researchers, pharmacists, nurses and other health professionals must continue to improve their communication skills in order to achieve excellence in the medical and biological sciences. The authors in *Writing, Speaking, and Communication Skills for Health Professionals* give practical advice on a broad range of communication skills. Among their areas of expertise are multicultural communication, medical editing and writing, public relations, writing and speaking skills, biostatistics, grant writing, and management.

The five parts of this book address the communication skills that are essential to a wide range of twenty-first century health care practitioners. The volume begins with Part I where authors focus on how to organize the complex technical data that health care practitioner encounters in the clinic and medical scientific literature (Chapter 1). The authors offer a brief introduction to the types of clinical intervention studies and the questions about method and results raised about such interventional studies. The authors suggest several practical ways to get research projects off the ground with clear and accurate language that readers can understand in “Grammar Tips for the Information Age” (Chapter 2) and “Creative Process” (Chapter 3). Then Part II discusses the burden of publication and presentation that health care practitioners face. Particular attention is given to journal articles (Chapter 4), grants (Chapter 5), conference posters (Chapter 6), and curricula vitae (Chapter 7). Parts III and IV explore teaching medicine and the problem-based record by outlining several practical ways to sharpen the delivery of conference and seminar papers (Chapter 8) as well as improve learning during classroom teaching (Chapter 9 and 10). Part V concludes with several topics on how to develop health care related business skills, including customer service, practice-building in competitive markets, running a meeting, and business writing that correspond to constant changes and complexities of health care business. This section reviews some of the ways individual departments in complex organizations can improve both the service they give and the service they get (Chapter 11). "Building Your Practice" (Chapter 12) outlines important steps that smaller practices can keep up with increasingly competitive markets. Likewise, acquiring practical meeting skills (Chapter 13) and business-writing suggestions (Chapter 14) may help to cut down time and effort from professional workweeks.

Easy-to-read and wide ranging, this book provides grammar tips, punctuation, and work usage, answers to the most frequently asked questions, comments, frustrations, and problems encountered by medical writers, speakers, and teachers. This book is a useful guide for medical students, physicians, researchers, medical writers, and others interested in the subject for teaching, presenting conference papers, preparing for a curriculum vitae, and more.

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