<u>Professional Communication Reference Sheet</u> <u>Albany Technical College</u>

100 Most Often Mispronounced Words and Phrases in English

http://grammar.yourdictionary.com/style-and-usage/mispron.html

Paper Rater – free grammar checks, Plagiarism Detection, Writing Suggestions http://www.paperrater.com/

Grammarly - Grammarly is an automated proofreader and your personal grammar coach. http://www.grammarly.com/

Workplace Writers – Online Writing Lab https://owl.english.purdue.edu/owl/resource/681/01/

150 Resources to Help You Write Better, Faster, and More Persuasively http://oedb.org/ilibrarian/150-writing-resources/

Effective Communication: Improving Communication Skills in Business and Relationships http://www.helpguide.org/mental/effective communication skills.htm

Nine Practical Ways to Improve Verbal Communication

http://www.illumine.co.uk/write-speak-influence/verbcom-info/nine-ways-to-improve-verbal-communication.html

Top 10 Nonverbal Communication Tips

http://psychology.about.com/od/nonverbalcommunication/tp/nonverbaltips.htm

This product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to accuracy of the information, including any information or its completeness, timelines, usefulness, adequacy, continued availability, or ownership.