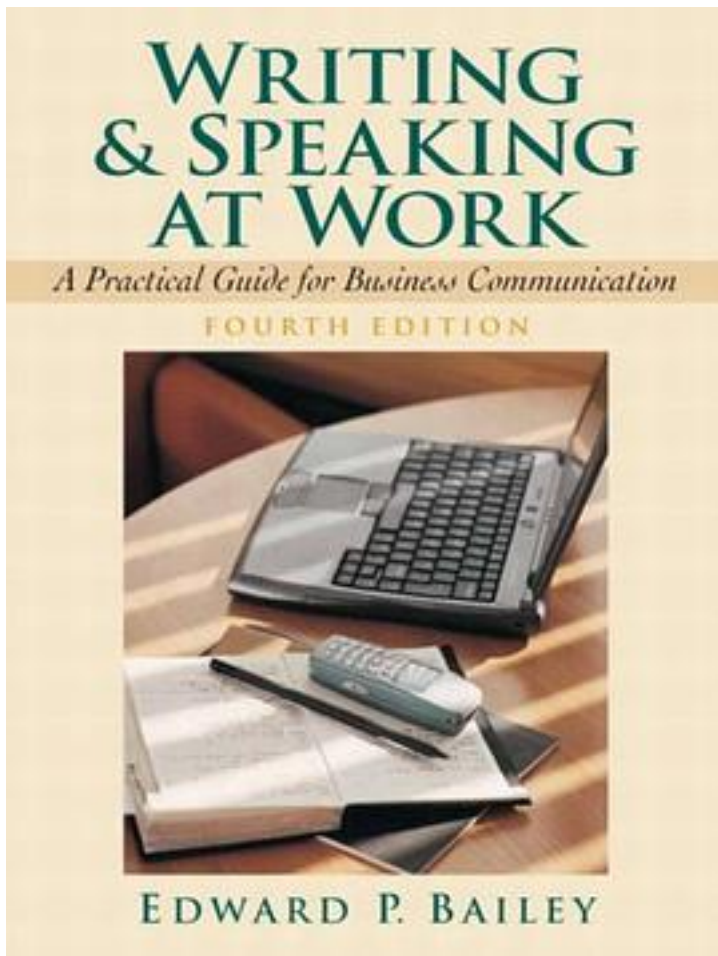


Writing and Speaking at Work



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著者:Edward P. Bailey

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For undergraduate and graduate courses in Business Communication. Concise but thorough, this popular business communication text is packed with practical advice to help students improve their writing and speaking skills. Shorter than most other

business communications texts, Writing & Speaking at Work, 4e draws from the author's years of experience as a college instructor and consultant in business and government. It delivers practical insight and instruction that will equip students with the tools to be effective communicators no matter where their careers may take them. Instead of detailing the various communications theories, it focuses on the two critical communication needs of business people: writing and speaking.

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