

Business and Administrative Communication



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This Eighth Edition of Business and Administrative Communication by Donna Kienzler and Kitty Locker is a true leader in the business communications field. Beyond covering the broad scope of topics in both oral and written business communication, Locker's text uses a student-friendly writing style and strong design element to hold student attention. Real-world examples and real business applications underscore the relevance and importance of the material presented in the classroom and to the students' careers.

Kitty Locker's text also conveys the best possible advice to students through its research base; the author's reputation as a contributor to this field of study lends an even greater element of teachability and relevance to this market-leading title. Locker

continues to lead the pack with innovative technology offerings ? InSites, Grademax, Manager's Hotseat for Business Communication ? round out the learning experience with Business and Administrative Communication.

作者介绍:

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标签

英文原版

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评论

有点太过简单和啰嗦了

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书评

最近一直都在忙考研的事情！忙的不得了！
看了那么多的考研书籍，觉得这本很不错啊！ 适合学商务英语和管理学的用啊！

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