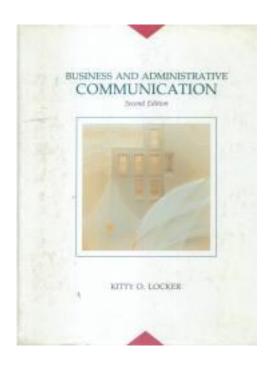
Business and Administrative Communication



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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.

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