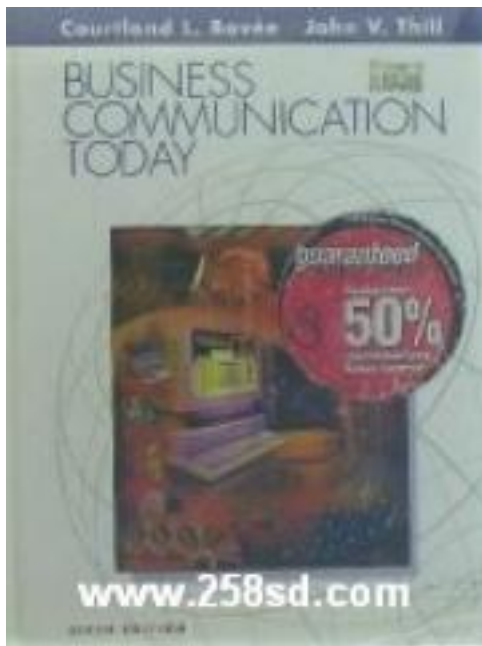


Business Communication Today



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Book Description This is a "must have" for anyone whose job requires writing clear, professional reports, memos, e-mail, or letters. Helps readers refine their existing communications skills while learning how to communicate effectively via various mediums, including the Internet and other technologies. Listening, working in teams, and understanding nonverbal communication are also covered and a handy appendix includes grammar and usage fundamentals. For readers in all levels of business interested in improving their communications skills. Book Info Brings concepts together by focusing on essential communication skills and practical, realistic assignments and demonstrates the reasons for effective business communication through realworld company examples and real-life business communication. DLC: Business communications--U.S.--Case studies. See all Editorial

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