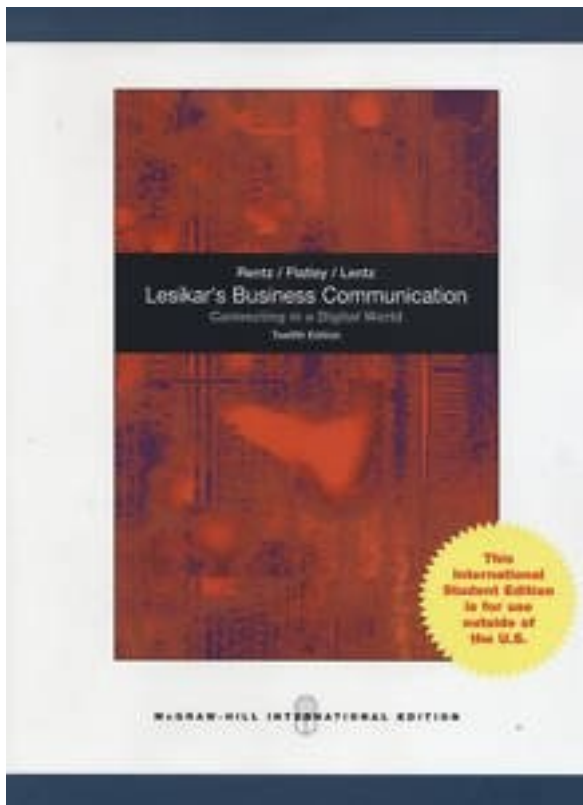


Business Communication



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Business Communication: Building Critical Skills by Locker and Kaczmarek represents a unique approach to a hands-on course. Written by the same author of Business and Administrative Communication, this completely new approach is devised and created with the assistance of a community college colleague. The innovative modular structure allows instructors to focus on specific skills and provides greater flexibility for short courses and different teaching approaches. While grounded in solid business communication fundamentals, this four-color paperback takes a strong workplace

activity orientation which helps students connect what they learn to what they do or will do on the job.

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