

Business Communications

[Business Communications 下载链接1](#)

著者:Means, Thomas L.

出版者:

出版时间:2009-2

装帧:

isbn:9780538449472

Equip students with the communication tools needed for success in today's workplace with this comprehensive, business-savvy text! "Business Communication 2e" has an exciting new contemporary design with clear easy-to-follow instructions guiding students through the chapters. Two new chapters have been added to this edition, increasing the emphasis on English Grammar and Writing Mechanics. It helps students master the basics of workplace communication with proven instructional techniques, time-tested learning approaches, and complete teacher support. Topics such as exchanging information via telecommunications software, electronic mail, images and multimedia, and on-line information services are presented. Students refine writing, listening, speaking, computing, and research skills while using the latest technology tools. This text is ideal for the year-long business communication class. "Business Communication 2e" is the total solution for teachers who want comprehensive coverage of business document preparation.

作者介绍:

目录:

[Business Communications 下载链接1](#)

标签

评论

[Business Communications 下载链接1](#)

书评

[Business Communications 下载链接1](#)