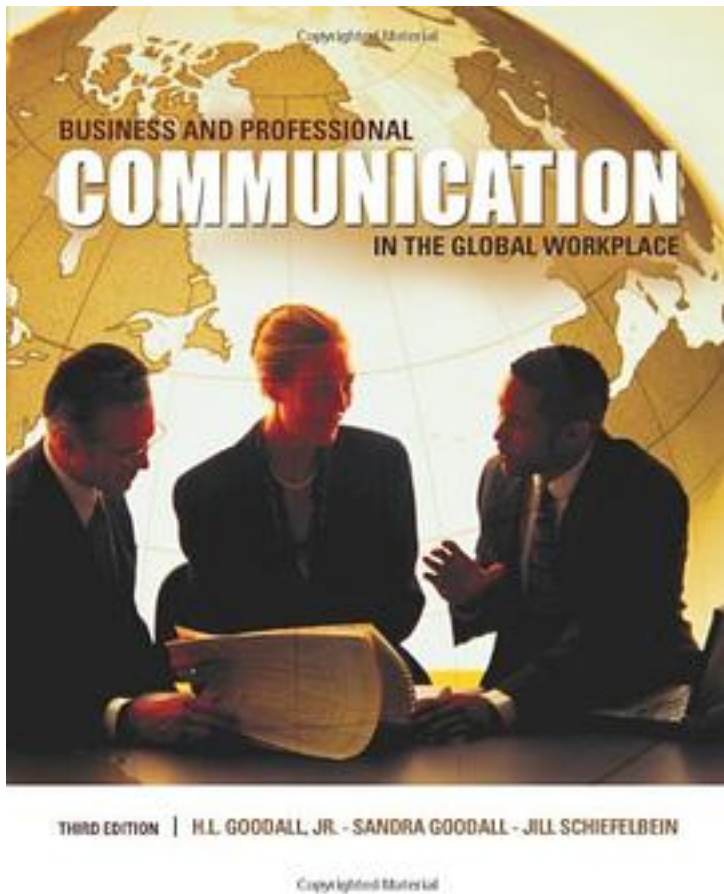


Business and Professional Communication in the Global Workplace



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What communication skills are essential in today's global economy? BUSINESS AND PROFESSIONAL COMMUNICATION IN THE GLOBAL WORKPLACE, International Edition,

considers the changes occurring in professional communication today, while also presenting a strong theoretical foundation of organizational communication. Featuring coverage of the most up-to-date skill set available, the book reflects the rapid changes due to the global economy, advances in information technology, and an increasingly diverse workforce. The authors' engaging narrative style, the unique CCCD model (Choosing, Creating, Coordinating, and Delivering) for building presentation competencies, and an integrated companion website combine to provide a definitive resource on professional communications.

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