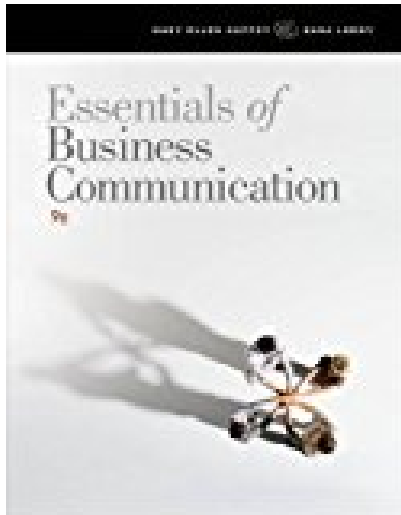


Essentials of Business Communication



BOOK DETAILS

- Author : Mary Ellen Guffey
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BOOK SYNOPSIS

A trusted market leader, Guffey/Loewys **ESSENTIALS OF BUSINESS COMMUNICATION**, 10E presents a streamlined approach to business communication that includes unparalleled learning resources for instructors and students. **ESSENTIALS OF BUSINESS COMMUNICATION** includes the authoritative text and a self-teaching grammar and mechanics handbook at the back of the text as well as extraordinary print and digital exercises designed to build grammar, punctuation, and writing skills. As students learn basic writing skills, they are encouraged to apply these skills to a variety of e-mails, memos, letters, reports, and resumes. Redesigned, updated model documents and extensively updated exercises and activities introduce students to the latest business communication practices. The latest edition of this award-winning text features complete coverage of social media communication, electronic messages, and digital media to prepare students for workplace communication success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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