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including writing listening and speaking The ability to communicate effectively is essential for anyone and for any organization wanting to be successful In addition communication skill is a life skill There continues to be an increasing awareness in education as well as business of the need for improvement of these skills in individuals From personal experiences working with hundreds of students and with business people for many years I was very aware of the critical need for the improvement and enhancement of these skills the authors felt that their experiences provided them with valuable insights that would be beneficial to share with others With easy to read and comprehend material concrete examples and meaningful applications and exercises Business Communication at Work is designed to help students develop and apply those essential skills needed to be successful

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