Contemporary Business Communication



SIXTH EDITION

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Business Communication: Building Critical Skills Kitty Locker, Stephen Kaczmarek, 2013-03-08 Freedom Flexibility Focus Business Communication Building Critical Skills was built to provide the ultimate in freedom flexibility and focused classroom Broken into 30 modular chapters this text provides topic focused modules allowing instructors to customize their resources piece by piece to best suite their course and teaching style Each module has a strong workplace activity orientation supporting students to build critical skills in writing speaking and listening Locker Kaczmarek is grounded in solid business communication fundamentals and supports students to piece together what is needed to be a successful Business Communication Mary Ellen Guffey, 2007 BUSINESS COMMUNICATION communicator for the 21st century PROCESS AND PRODUCT is a market leading text that gives instructors the most current and authoritative coverage of communication technology and business communication concepts while retaining a concise logical 16 chapter organization Written by award winning author Mary Ellen Guffey the 6th edition provides unparalleled instructor and student resources to help instructors plan and manage their courses With the book s 3 x 3 writing process coverage of recent trends and technologies in business communication and an unmatched ancillary package you and your students will find that teaching and learning business communication can be enjoyable and easy Contemporary Business Communication Scot Ober, Ph.D., Scot Ober, 2005-03 Ober prepares students for business communication by employing a hands on approach connecting topics examples and exercises to the modern workplace The text provides ample opportunity for students to practice their oral and written skills and includes strategies for using email voicemail the Internet and other innovations in communication technology Continuing the emphasis on technology and work team communication the Sixth Edition features the Eduspace online learning tool and integrates real world perspective and the 3Ps Problem Process Product writing model Chapter opening interviews with high level business managers include Gilbert C Morrell Jr of The Nucon Group Scott Roller of Texas Instruments and Gary Davis of World Wrestling Entertainment Inc among others Urban Systems Case Study CD ROM an innovative simulation CD packaged free with every new textbook is tied to the continuing case presented in the text In 15 modules students experience and solve the unique and complex communication challenges posed by workplace policies and organizational dynamics End of Chapter Mini Cases culled from recent business periodicals challenge students to solve real world communication problems The Eduspace online learning tool features BusCom Writer Tutorials a set of interactive computer modules that guide students through the development of 15 basic business documents Each module is based on the textbook s 3Ps Problem Process Product model Business Law, 6th Edition M.C. Kuchhal & Vivek Kuchhal, 2013 This book deals with the fundamental branches of business law namely law of contract law of sale of goods law of partnership law of negotiable instruments and law of information technology Its contents have been extracted from the authors reputed title Mercantile Law that has gained tremendous readership over the years Business Law is intended to serve as a textbook for

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