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# FUNDAMENTALS OF CONTEMPORARY BUSINESS COMMUNICATION (STUDENT ACHIEVEMENT SERIES)



Houghton Mifflin, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Note: Each chapter concludes with a Learning Objective Review, Exercises, and Resources. I. Foundations of Business Communication 1. Understanding Business Communication The Components of Communication Verbal Communication Barriers to Verbal Communication Introducing the Three Ps: Problem, Process, Product Three Ps: Using Euphemisms Appropriately 2. Contemporary Issues in Business Communication Communicating in Work Teams Communicating in a Diverse Environment Ethics and Communication Communicating Via...

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- Authored by Ober, Scot
- Released at 2007



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