



Fundamentals of Contemporary Business Communication (Student Achievement Series)

By Ober, Scot

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 E-Mail Checklist 1: Effective E-Mail Practices Spotlight: How Would You Respond? Three Ps: Reporting Research Results Ethically 3. Interpersonal Communication Skills Interpersonal Communications Nonverbal Communication Listening Communicating by Telephone Business Meetings Checklist 2: Business Meetings Three Ps: A Plan for a Business Meeting II. Developing Your Business Writing Skills 4. The Writing Process Audience Analysis Planning Drafting Revising Formatting Proofreading Checklist 3: The Writing Process Three Ps: A Simple Memo 5. Revising Your Writing Choosing the Right Words Writing Effective Sentences Developing Logical Paragraphs What Do We Mean by Tone? Checklist 4: Writing with Style Three Ps: Writing an Unbiased Message Portfolio Project 1: Writing an Informational Message III. Correspondence 6. Routine Letters, Memos, and E-Mail Messages Routine Requests Routine...



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HarperCollins, 2005. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Foreword by Raph Koster. Introduction. I. EXECUTIVE CONSIDERATIONS. 1. The Market. Do We Enter the Market? Basic Considerations. How and Which Niche? Market Analysis: Who Are...



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CreateSpace Independent Publishing Platform, 2013. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: "Star Flights Bedtime Spaceship" is a charming and fun story with the purpose to help children unwind and go to sleep. The underlying...



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Music for Children with Hearing Loss: A Resource for Parents and Teachers

Oxford University Press Inc, United States, 2014. Paperback. Book Condition: New. 228 x 156 mm. Language: English . Brand New Book. Written by an expert in the field who is both a teacher and a teacher-educator, this book is an in-depth and...



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Barron s Educational Series, United States, 2006. Paperback. Book Condition: New. Ann Losa (illustrator). 142 x 13 mm. Language: English . Brand New Book. This is volume six, Reading Level 2, in a comprehensive program (Reading Levels 1 and 2)for beginning readers.Two...