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we have worked hard to update business communication from its 12th edition to its

13th we have added new content that instructors have asked for such as examples of business plans and sales proposals and elaborated discussion of social media use for business we've updated content particularly in relation to communication during the covid 19 pandemic we have painstakingly cut repetitious content streamlining each section within each chapter so that it makes its point clearly and efficiently we have also reorganized regrouping like with like so that students can more readily find the content they need we've also used singular they them and their as generic third person pronouns when the pronoun referent is indefinite for example everyone and when a person's gender is unknown in accordance with apa style and we've simplified the page layout eliminating unnecessary design elements such as horizontal lines before and after bulleted lists in short we have overhauled the textbook to create a modernized and elegant 13th edition

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