

Business In Action Author Bovee Thill

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excellence in business communication takes a close look at the fundamental skills and principles of business communication featuring practical advice time tested processes and real world examples excellence is the premier text for helping you hone and develop essential communication skills the 14th edition continues to set new standards for currency and innovation the authors performed extensive research to ensure up to date coverage of diversity equity and inclusion in communication skills innovative technology usage and contemporary business practices

for courses in business communication and skills development and offering current material on technology etiquette and listening skills as well as a discussion of employment related topics this is a handbook of grammar mechanics and usage

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