

Fundamentals Of Contemporary Business Communication

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contemporary business 14th edition gives students the business language they need to feel confident in taking the first steps toward becoming successful business majors and successful business people with new integrated e business context throughout the text it provides a new approach another addition is the green business boxes in every chapter to provide student s with more green business information all of the information provided is put together in a format easy for all students to understand allowing for a better grasp of the information

student friendly engaging and accessible contemporary business 19e equips students with the skills to assess and solve today s global business challenges and succeed in a fast paced environment designed to drive interest in business our newest edition offers a comprehensive approach to the material including a variety of resources to support today s students its modern approach wealth of videos relevant and up to date content and career readiness resources keep your course current and engaging

this text is an unbound binder ready edition we ve listened boone kurtz essentials of contemporary business is the flexible current and easy to use resource that today s students and teachers want our commitment to delivering solutions at the speed of business has produced the perfect combination of current material illustrative examples and a storytelling narrative all in a brief valued priced package covering all of the major topics of the introduction to business course boone kurtz essentials of contemporary business offers shorter chapters and a visually pleasing design paired with a comprehensive suite of resources to help you make business concepts come alive experience a textbook program that supports your goals to stimulate curiosity show relevance promote creativity and prepare students for what s ahead in both their academic and business careers

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

seeks to help students to develop effective oral written and employment communication skills brings a business focus to business communication by using examples and applications from actual companies

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