INSTRUCTORS REVIEW COPY





John V. Thill Courtland L. Bovée

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Instructor's Review Copy for Excellence in Business Communication John V. Thill, Courtland L. Bovee, 2014-01-08

Excellence in Business Communication John V. Thill, Courtland L. Bovée, 1999 This text presents the dynamics of business communication with a lively conversational writing style that takes students inside leading companies to 1 learn basic principles of business communication 2 understand important communication issues and 3 to profit from up to date discussions of the latest developments Focuses on actual companies and business situations to successfuully demonstrate how business communication works Concentrates on the essential communication skills needed to succeed in business today skills that help students gain a competitive edge whether as employees vying for corproate positions entrepreneurs competing for sponsors or small business owners competing for customers Offfers practical realistic assignments giving students 1 vivid view of business communication 2 on the job practice applying newly learned principles and 3 exposure to all types and sizes of organizations both domestic and international Resources in Education ,2001-10 Spectra ,2006

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