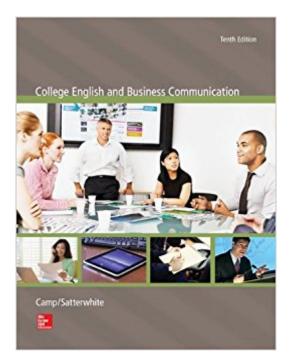
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College English And Business Communication





Synopsis

Double the Experience with College English and Business Communication, and create a Prepared Communicator for the Interconnected World. . College English and Business Communication, provides a corrective approach to the fundamentals of communication including: reading, listening, speaking, writing, along with the application of these communication skills in the workplace such as e-mails and reports. College English and Business Communication closes with business use of technology, presentations, and employment communication. Rich in supplements, its activity workbook leads students to apply essential skills, leaving them doubly prepared for communicating in college and business.

Book Information

Paperback: 688 pages Publisher: McGraw-Hill Education; 10 edition (January 10, 2014) Language: English ISBN-10: 0073397121 ISBN-13: 978-0073397122 Product Dimensions: 8.4 x 1 x 10.8 inches Shipping Weight: 3.2 pounds (View shipping rates and policies) Average Customer Review: 4.0 out of 5 stars Â See all reviews (1 customer review) Best Sellers Rank: #132,787 in Books (See Top 100 in Books) #25 in Books > Business & Money > Processes & Infrastructure > Office Management #70 in Books > Reference > Writing, Research & Publishing Guides > Writing > Technical #132 in Books > Textbooks > Business & Finance > Business Communication

Customer Reviews

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