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Chapter 5 WRITING BUSINESS MESSAGES Multiple Choice 1. Which of the following statements best reflects the \u201cyou\u201d attitude? a. You failed to enclose a check for \$25. b. We need a check from you for \$25 so that we can send the merchandise by May 15. c. We will send you the merchandise as soon as we receive your check for \$25. d.

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Concise but thorough, this popular business communication text is packed with practical advice to help students improve their writing and speaking skills. Shorter than most other business communications texts, "Writing & Speaking at Work," 4e draws from the author's years of experience as a college instructor and consultant in business and government. It delivers practical insight and instruction that will equip students with the tools to be effective communicators no matter where their careers may take them. Instead of detailing the various communications theories, it focuses on the two critical communication needs of business people: writing and speaking.

BUSINESS COMMUNICATION: IN PERSON, IN PRINT, ONLINE, 9E offers a realistic approach to communication in today's organizations. The text covers the most important business communication concepts in detail and thoroughly integrates coverage of today's social media and other communication technologies. Building on core written and oral communication skills, the ninth edition helps readers make sound medium choices and provides guidelines and examples for the many ways people communicate at work. Readers learn how to create PowerPoint decks, use instant messaging and texting effectively at work, engage customers using social media, lead web meetings and conference calls, and more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Gain the knowledge and skills you need to move from interview candidate, to team member, to leader with this fully updated Fourth Edition of Business and Professional Communication by Kelly M. Quintanilla and Shawn T. Wahl. Accessible coverage of new communication technology and social media prepares you to communicate effectively in real world settings. With an emphasis on building skills for business writing and professional presentations, this text empowers you to successfully handle important work-related activities, including job interviewing, working in team, strategically utilizing visual aids, and providing feedback to supervisors. New to the Fourth Edition: A New \u201cIntroduction for Students\u201d introduces the KEYS process to you and explains the benefits of studying business and professional communication. Updated chapter opening vignettes introduce you to each chapter with a contemporary example drawn from the real world, including a discussion about what makes the employee-rated top five companies to work for so popular, new strategies to update PR and marketing methods to help stories stand out, Oprah Winfrey's 2018 Golden Globe speech that reverberated throughout the #metoo movement, Simon Sinek's \u201cHow Great Leaders Inspire Action\u201d TED talk, and the keys to Southwest Airlines' success. An updated photo program shows diverse groups of people in workplace settings and provides current visual examples to accompany updated vignettes and scholarship in the chapter narrative.

The market-leading Managerial Communication: Strategies and Applications equips students with the communication strategies and skills that managers need in today's workplace. Authors Jennifer R. Veltsos and Geraldine E. Hynes provide a holistic overview of communication supported with a solid research base, and a focus on competencies that lead to managerial and organizational success. The Eighth Edition features new and expanded coverage of timely topics, including remote working, virtual presentations, cultural sensitivity, and crisis communication.

A straightforward primer written specifically for engineers to help them effectively communicate with non-technical people in their businesses. Silk (Lancaster U., United Kingdom) introduces pertinent communication theories for planning business communication aims and structure. He also details specific strategies in spoken and written communication, presentations, and meetings. Annotation copyright by Book News, Inc., Portland, OR

A trusted market leader, Guffey/Loewy's ESSENTIALS OF BUSINESS COMMUNICATION, 10E presents a streamlined approach to business communication that includes unparalleled learning resources for instructors and students. ESSENTIALS OF BUSINESS COMMUNICATION includes the authoritative text and a self-teaching grammar and mechanics handbook at the back of the text as well as extraordinary print and digital exercises designed to build grammar, punctuation, and writing skills. As students learn basic writing skills, they are encouraged to apply these skills to a variety of e-mails, memos, letters, reports, and resumes. Redesigned, updated model documents and extensively updated exercises and activities introduce students to the latest business communication practices. The latest edition of this award-winning text features complete coverage of social media communication, electronic messages, and digital media to prepare students for workplace communication success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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