



# Essentials of Business Communication - Textbook Only

*Mary Ellen Guffey*

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## **Essentials of Business Communication - Textbook Only** Mary Ellen Guffey

This new edition of Mary Ellen Guffey's text features increased coverage of contemporary business communication issues including oral communication, electronic communication, diversity and ethics. It is supported by an accompanying CD-ROM and Internet resources. This sixth edition of a workbook/CD-ROM text for students with weak language arts backgrounds features a new chapter on interpersonal skills and expanded coverage of e-mail and oral presentations, plus video case studies. A color design is also new. The CD-ROM contains review slides and exercises. Guffey is professor emeritus of business with Los Angeles Pierce College. Annotation (c)2003 Book News, Inc., Portland, OR

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